 <p>Capilano Students' Union</p>	Position Statement No.	Approval Authority
	IS-03	Board of Directors
	Position Statement Name	Approval Date
	Final Exam Schedule	August 2023
	Responsible	Scheduled Review
	Campaigns & Advocacy	August 2026

Executive Summary

Capilano University communicates the date and time of final exams to students through a final exam schedule each semester. Colloquially known by students as “the grid”, the current system has numerous accessibility issues, is released late into the semester, and doesn’t provide a consistent structure for when exams are to be scheduled.

Accessibility issues


The final exam schedule is only posted on the admissions page of the Capilano University website, the online student information system, and a notice board in one hallway of the Birch building. This limited distribution makes it inaccessible to students who lack internet access or do not frequent the specified building. To reduce barriers and ensure all students can access the final exam schedule, it should be posted in every building on every campus and learning location.

Late notice and distribution

The final exam schedule is only posted weeks before the end of the semester and as exams can fall outside of regularly scheduled class times, the delayed posting can disrupt students’ travel, work and family commitments. To ensure students can sufficiently prepare for final exams, the schedule should be available at the beginning of the semester during class registration.

Off-grid examinations

Some instructors schedule final exams to take place “off the grid”, with no indication of the time and place of these examinations on the official schedule. With little time for students to study and prepare already, they must now also put in extra effort during an already stressful time period, just to find out where and when to sit their exams.

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Capilano University is an outlier

Most post-secondary institutions in British Columbia – whether research-intensive, polytechnic, trades schools, or special purpose teaching universities – set their exam and midterm schedule near the beginning of term, if not during course registration. Capilano University is an outlier from their peers with how late the exam schedule is released in the semester. If Capilano University were to follow the lead of other post-secondary institutions in British Columbia, students would no longer be affected by the lack of consistency and structure of the exam schedule and would be able to properly study and prepare for their exams.

Rationale

The Capilano Students' Union has adopted these policy principles because:

- The final exam schedule is only available on the admissions page of the Capilano University website, the online student information system and one notice board in one hallway of the Birch building. This makes it inaccessible to students who lack internet access or do not frequent the Birch building.
- The final exam schedule is released late in the semester and, as exams usually fall outside of regular class times, this late release can disrupt students' travel, work, or family commitments.
- A number of exams are done "off the grid," with no information included on the final exam schedule, leaving students to find out the time and place themselves.
- Most post-secondary institutions in British Columbia set their exam and midterm schedule near the beginning of term or during course registration.
- A lack of consistency and structure for exams leaves little room to study and prepare for the exams, negatively affecting grades.

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Policy Principles

1. The Capilano Students' Union supports an exam schedule that:

- a. has all end-of-term exams listed, so none are scheduled "off the grid",
- b. is posted during the time of course registration, at the beginning of the semester, like many other post-secondary institutions in British Columbia,
- c. is emailed to all students, upon its confirmation; and
- d. is posted in every building at all Capilano University campuses.