



# Restrictions on the Timing of Tests and Assignments

**Category:** Academic;

**Jurisdiction:** Provost and Vice President, Academic; Senate Academic Committee;

**Approval Authority:** Senate;

**Established on:** February 25, 1986;

**Amendments:** April 10, 2017, April 18, 2024 (previously named Tests or Assignments in the Last Week of Classes).

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## 1. Policy Statement:

The aim of this policy is to promote the wellbeing and academic success of students by implementing restrictions on the timing of tests and assignment due dates.

Final assignments, presentations, or term papers may be due during the final week of classes. Requiring students to complete term assignments while preparing for tests, quizzes, or exams can create difficulties for students. Preserving the study period for final exam preparation is critical.

Instructors are encouraged to utilize a variety of assessment methods beyond traditional timed tests, such as projects, presentations, group work, and portfolios, to assess student understanding and skills.

## 2. Resolved that:

- In all courses, instructors must not schedule any form of test (e.g., quiz, exam) other than laboratory tests in the 10 calendar days prior to the start of the formal examination period (the last week of classes and the study period).

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- In all courses, instructors must not schedule any form of test (e.g., quiz, exam) or require students to submit an assignment during the exam study period. The exam study period are the dates between the last day of classes and the first day of the formal examination period in each term as specified in the academic schedule published in the Calendar. Normally the exam study period is one or two days.
  - In all courses, instructors must not schedule any form of test (e.g., quiz, exam) or require students to submit an assignment during the Study Breaks, including the Fall Reading Week and Winter Reading Week as specified in the academic schedule published in the Academic Calendar.
  - Any form of test (e.g., quiz, exam) outside of the formal examination period, must be scheduled during the timetabled course offering.
  - Any exceptions must be approved by the Dean. Requests for exemptions should include a rationale and be submitted to the Dean prior to the start of term. Exceptions granted should be included on the course outline.
  - Instructors are encouraged to reference this Policy on the course outline.
  - This policy does not apply to:
    - Assessments that are worth less than 5% of the course grade.
    - Condensed (less than 12 weeks) courses including but not limited to spring and summer courses.

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**Review Period:** 7 years;

**Date for Next Review:** 2030-2031;

**Related Policies and Procedures:** To be determined;

**Policy Superseded by this Policy:** None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format.

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