



## Medicine Hat College Policy FINAL EXAMS SCHEDULING

Policy #:	AC-05
Policy Authority:	Dean of Student Services/Registrar
Executive Sponsor:	Acting Vice-President, Academic
Approved by:	President and CEO
Effective Date:	March 15, 2022
Next Mandatory Review Date:	March 15, 2025
Frequency of Review:	Every 3 years

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### 1. OBJECTIVE

This policy articulates the administration of Final Exams scheduling at Medicine Hat College (MHC).

### 2. SCOPE

This policy applies to all Credit Program final exams, in all formats, at MHC.

### 3. PRINCIPLES

MHC is committed to a fair, consistent, and transparent, final exam scheduling process.

### 4. DIRECTIVES

4.1 Final exam schedules for the fall and winter semesters are issued at least two months before the examination period.

4.2 Final exams will not be administered outside the posted exam schedule or exam period unless written permission is obtained from the appropriate Dean. The Registrar's office must be informed of any changes prior to the change of date.

4.3 Instructors are responsible for arranging final exam schedules for the spring and summer sessions.

### 5. RESPONSIBILITIES

5.1 **Registrar's Office** is responsible for

- (a) developing a final exam schedule for the fall semester and the winter semesters; and
- (b) communicating the schedule to students and faculty on completion.

5.2 **Instructors** are responsible for

- (a) ensuring final exams are properly secured;
- (b) working with appropriate departments to support students with documented accommodations and exam conflict arrangements; and
- (c) communicating with Registrar's Office if an examination room is not required.

**6. APPLICABLE LEGISLATION/REGULATIONS**

Post-secondary Learning Act

**7. RELATED POLICIES**

1.10 Evaluation of Student Learning

**8. RELATED INFORMATION**

Final Exams – Academic Calendar

***ORIGINAL COPY SIGNED***

Kevin Shufflebotham  
President and CEO

Date: March 15, 2022

***ORIGINAL COPY SIGNED***

Sue Fitzsimmons  
Acting Vice-President, Academic

Date: March 15, 2022

**DOCUMENT HISTORY**

May 2016      Revised policy approved  
March 2022    Revised policy approved