



PROCEDURE

Procedure Name	EXAM INTEGRITY <i>Revised</i>		
Procedure Number	SD 1.3	Approval Date	October 15, 2026
Parent Policy	SD 1.0 Student Rights and Responsibilities		
Procedure Authority	Dean of Student Services/Registrar		
Executive Sponsor	Vice-President, Academic and Provost		
Approved By	Vice-President, Academic and Provost		

1. PURPOSE

Consistent exam practices support integrity, protect the credibility of learning outcomes, and help students demonstrate their learning with a clear understanding of expectations. This procedure sets out expectations and processes and informs students of their rights and responsibilities for examinations.

2. SCOPE

This procedure applies to all examinations conducted by Medicine Hat College (MHC), including invigilated exams regardless of the originating institution.

3. DEFINITIONS

- **Deferral:** approved permission for a student to take a scheduled exam at a later date when unexpected or serious circumstances prevent them from writing it as planned.
- **Domestic Affliction:** a severe personal or family emergency or crisis that prevents a student from attending or completing an examination or academic requirement.

4. RESPONSIBILITIES

- 4.1 All parties are expected to act honestly, respectfully, and ethically during examinations.
- 4.2 Students are responsible for understanding and following examination expectations.
- 4.3 Students must be available for all scheduled exams, including up to the last day of the final exam schedule.
- 4.4 Students are responsible for communicating any exam conflicts (three exams in one day or two exams at the same time) to their instructor as soon as they are aware so that alternate arrangements can be made. If alternate arrangements cannot be made with instructors, students may contact Scheduling for support.
- 4.5 If a student has accessibility considerations for an upcoming exam, they are responsible for making any necessary arrangements before the examination day.
- 4.6 Instructors will communicate expectations, rules, and processes related to examinations clearly and in a timely manner, so students understand what is required and what supports are available.
- 4.7 The college will apply examination practices consistently and fairly to all students, with considerations for accommodations and legitimate individual circumstances.

5. DEFERRAL OF EXAMINATIONS

- 5.1 Deferrals may be requested by students if they are unable to take an examination on the scheduled date and time for valid reasons. Valid reasons for deferral are bereavement, personal illness or injury, religious observances, domestic affliction, or any circumstance that qualifies under the college's duty to accommodate obligations under the Alberta Human Rights Act.
- 5.2 Deferral requests should be submitted a minimum of two weeks prior to the exam date. Final exam deferrals involving bereavement, illness, or injury must be submitted as soon as possible prior to the exam date.
- 5.3 Requests for deferral of non-final exams must be submitted to the instructor with supporting documentation prior to the exam date.
- 5.4 If a student is absent from a non-final examination due to unforeseen reasons, the course instructor must be notified within 24 hours. The student may be asked to provide relevant supporting documentation within a specified time period.
- 5.5 Requests for deferral of a final examination must go to the instructor and the dean with supporting documentation for approval. Final approval is the responsibility of the dean.
- 5.6 If a student is absent from a final exam for unforeseen reasons, they must notify their instructor and dean within 24 hours. The student may be asked to provide relevant supporting documentation within a specified time period.

6. EXAMINATION RETAKES

- 6.1 Retakes of examinations are not permitted, except in situations deemed appropriate through the grade appeal process.
- 6.2 Retake arrangements through the grade appeal process must maintain the integrity and consistent standards of the original examination.

7. EXAMINATION GUIDELINES

- 7.1 Students must arrive on time and be prepared to write the exam. Students may not enter an exam room after 30 minutes from the start of the exam and may not leave until 30 minutes have elapsed.
- 7.2 Unless approved prior to an exam by the instructor, students may not take any notes, books, calculators, or other material into an exam room.
- 7.3 Laptops may only be used during exams if approved by the instructor.
- 7.4 All electronic devices and extraneous items, including earbuds, books, and backpacks (excluding purses and wallets), must be stored as directed.
- 7.5 Talking during exams or while exiting the room is not permitted.
- 7.6 Breaks are not permitted unless approved by the instructor. Washroom use requires permission, and only one student may leave for this purpose at a time.
- 7.7 Should a student become ill or receive word of a domestic affliction during an examination, the student must immediately report this to the instructor or invigilator, hand in the unfinished paper, and request that it be cancelled. If illness is the cause, the student will may to required to provide medical documentation within 72 hours to the instructor.

8. TESTING CENTRE

- 8.1 All applicable responsibilities and guidelines from this procedure continue to apply for exams completed under the supervision of the Testing Centre. The following additional requirements are designed to maintain exam integrity through the invigilation process.
- 8.2 When checking in for their exam, students will be asked for identification. They must also provide the name of the instructor and the exam they are writing.
- 8.3 Students are responsible for confirming they have the correct exam.
- 8.4 Exams are time-stamped when issued and collected, and no additional materials are permitted unless otherwise indicated in the exam information or other written agreement submitted to Testing Centre by the instructor.
- 8.5 Exam information, including date, instructor, student, and method of return, is recorded for tracking purposes.

ORIGINAL COPY SIGNED

Nancy Brown
Vice-President, Academic and Provost
Date: October 15, 2026