

Exam Information for Students and Faculty

The last day of classes in the winter term is Friday, April 3, 2020. The exam period runs from April 7-21, 2020. Personalized exam schedules are available on mesAmis. No exams are scheduled on Good Friday, April 10.

All exams must be held within the exam period. The exam schedule was created with no conflicts and no student is required to write **more than two exams in 25 hours**. Changes to the exam schedule must be approved by the Registrar and the appropriate Dean.

The principal exam rooms are in the ASCHL (Amelia Saputo Centre for Healthy Living), AX (Annex), BB (J. Bruce Brown), GM (Gilmora), IM (Immaculata Hall), KC (Keating Centre Main), LIB (Library), MSB (Mount St. Bernard), MULH (Mulrone Hall), PS (Physical Sciences Complex), SCHW (Schwartz School). Rooms are indicated on the schedule and the rows for the Keating Centre Main are indicated by the odd or even numbers. The Keating Centre will be unlocked 45 minutes before the starting time of the exam to permit faculty to distribute exams. Entry into the KC is through the main doors.

Courses that have take home exams are not be listed on the schedule. Students should check with the professor. Take home exams must not be distributed before **1pm, Friday, April 3, 2020**.

No written tests or exams (excluding lab exams) worth 10% or more of a students' final grade should take place during the two weeks prior to the last day of classes of the academic term.

The StFX Calendar 3.10 d) states that *At least 75% of the final grade in all courses will be based on written (not oral) work; further, at least 40% of the final grade in a six-credit 100- or 200-level course will be based on invigilated written December and April examinations, and at least 40% of the final grade in a three-credit 100- or 200-level course will be based on invigilated mid-term quizzes and December or April examinations.*

Unless instructed otherwise by the professor, April exams in six-credit courses are 3 hours in length; exams in three-credit courses are 2 ½ hours.

Students may be asked for identification and should bring their StFX ID cards to the exam room. Once seated, students must remain so until they have finished the examination. Silence must be observed in the examination room for the duration of the exam.

Late entry to an exam is permitted only at the discretion of the professor. In no case will a student be permitted entry to the exam room after the first 20 minutes of the exam. No student will be permitted to leave the exam room for the first 30 minutes of the exam.

If a student is not able to write an exam due to extenuating circumstances, permission to write at another time must be granted by the appropriate Dean. Supporting documentation will be required.

ACADEMIC INTEGRITY Talking or any other form of communication between students is absolutely forbidden. Students are not permitted to bring books, bags, hats, notes, electronic devices, including cell phones and iWatches, Smart watches, or other papers to the seating area unless previously approved by the professor. Students found in possession of unauthorized aids may be subject to disciplinary action as per the academic integrity policy. The penalties for cheating on examinations are described in the StFX Academic Calendar section 3.8 or under the Academic Integrity Policy at http://sites.stfx.ca/registrar_office/academic_integrity

Grades must be entered via the Banner Self Service by **9:00 AM, Monday, April 27** for graduation candidates as indicated by Yes in the final column of the mesAmis class list. Grades for returning students are due **9:00 AM, Monday, May 4, 2020**. Grade entry instructions are available at www.sites.stfx.ca/registrar_office Once entered, faculty are encouraged to verify grades on their mesAMIS class list. Students may view grades on their grade report on Banner Self-service or mesAMIS.