April 2024 Exam Information for Students and Faculty

The last day of classes in the winter term is Monday, April 8, 2024. The exam period runs from April 10-23, 2024. Personalized exam schedules for students are available on *myDATA*. Personalized exam schedules for faculty are available on *Faculty X Reports.*

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), CO(Coady), GM(Gilmora),KC(Keating Centre, IM(Immaculata Hall), MSB(Mount St. Bernard), MULH(Mulroney Hall), NFSC(Nasso Family Sciences Centre), SCHW(Schwartz School of Business), (SNP)St Ninian Place. Locations are indicated on the schedule. The exam locations will be unlocked 30 minutes before the starting time of the exam to permit faculty to distribute exams.

In person and online exams are included on personalized schedules. Faculty who are offering a take home exam will provide details, including the due date, to students. Take home exams must not be distributed before **1pm, Monday, April 8** and are to be due no sooner than 7 days, and no later than 10 days, after distribution. Take-home exams must not be due after the last day of the examination period.

A reminder regarding the academic regulations in the Academic Calendar:

> Section 3.9(h) *"No written tests or examinations (excluding lab exams) worth 10% or more of a student's final grade should take place during the last 7 teaching days prior to the last day of classes of the academic term (September - April)."* Final exams may not be scheduled during this period.

> Section 3.10 (f*) "At least 25% of the grade in six-credit or three-credit 100- and 200- level courses should be based on December, April, or mid-term summative assessments, such as exams, essays, projects, portfolios, or other appropriate forms of summative assessment."*

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 prior to the scheduled exam. 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 here.

Grades must be entered via the Banner Self Service by **9:00 AM, Monday, April 28** for graduation candidates as indicated by Yes in the final column of the Faculty X Reports class list. Grades for returning students are due **9:00 AM, Monday, May 6**. Grade entry instructions are available on the Registrar's Office website or here.

Once entered, faculty are encouraged to verify grades on Faculty X Reports class list in the event edits are required. Students may view grades on Banner self-service when 'rolled' each morning.