

Definitions

- An examination session refers to a single time slot, such as Tuesday, 8:05AM - 10:05AM
- An exam date refers to an entire day of exams
- Disruptions refer to events causing evacuation such as fire alarms, bomb threats, power outages or shut downs due to weather.

Final Exam Disruptions

1. If the disruption occurs prior to the beginning of the exam:
 - a. If the disruption is less than 30 minutes, the exam will proceed after the disruption. The exam end-time will be adjusted by the duration of the disruption to accommodate a full exam session.
 - b. A delay of more than 30 minutes will automatically require a re-scheduling of the examinations.
2. If the disruption occurs after the exam commences:
 - a. The exam will be re-scheduled.
 - b. Students will be required to leave all examination material in the exam room.

Final Exam Re-Scheduling Procedures

1. In the event of a single examination session cancellation, the exam will normally be re-scheduled during one of the **Deferred Periods**
2. In the event of an exam date cancellation, the exams will normally be re-scheduled on the day following the end of the exam period..
3. In the event the exam is on the last examination date, it may be necessary to re-schedule the exam after the end of the semester or on the day following the end of exam period.
4. The University will provide students with timely information on any exams that are rescheduled. Information on revised times, dates and locations for exams which must be rescheduled will be available on the University of Guelph-Humber website under Exam Schedules. The Office of the Registrar will also e-mail all effected students with the above information.

In-Class Disruption

For exams and quizzes that occur during the academic semester (in-class) that are disrupted, the Instructor will make the decision whether or not to resume the exam. If the in-class examination is not resumed, the Instructor will consult with the Program Head to either re-schedule or pro-rate the examination.