

Reporting of Adverse Testing Conditions

Any adverse testing conditions that negatively impact a student's ability to complete the examination must be reported immediately within the examination venue to the Chief Proctor. For issues that cannot be resolved in the venue, students should immediately request that an Irregularity Report be completed by the Chief Proctor in the venue at that time of the occurrence. Students should email the Course Director immediately after the examination to alert the Course Director of the Irregularity Report that was filed in the venue. Reporting an irregularity after the examination or if the outlined process is not followed will not be considered.

After grades are published by the Course Director no changes will be made based on Irregularity Reports that are filed inappropriately or late, therefore students should ensure that all irregularities are dealt with appropriately in venue and that the Course Director is alerted to the presence of a filed Irregularity Report immediately after the examination. In this circumstance, the affected grade is sequestered until the irregularity is investigated.

Once the Irregularity Report is filed by the Examination Services and it is agreed by the Course Director in consultation with the Senior Associate Dean of Basic Sciences that it may have affected student performance, the affected grade will remain sequestered. A student may be offered a Completion Examination after investigation of the events. The Completion Examination, if offered, is scheduled at the end of term at the regularly scheduled date of the Completion Examinations for the course affected.

Completion examinations are only offered on the scheduled date. Students are advised not to make travel plans until after the scheduled completion examination date in the event that they have to sit a completion for medical or other reasons.

In exceptional circumstances it may be necessary to delay the start time or postpone the examination. Students are advised to not make travel arrangements for immediately after an examination to cover this eventuality.