

## **Faculty of Science policy on tests and exams scheduled outside of class time**

**Approved by Faculty Council 19-Feb-2017**

### **Issue:**

Evening mid-terms conflict with other scheduled courses, students missing classes to do exam

**Principle:** It is the responsibility of the instructor who schedules an exam outside of class time to accommodate students with scheduling conflicts.

### **Policy for all instructors of Faculty of Science (FoS) courses**

1. The dates and times of all tests or exams held outside scheduled class times (other than final exams scheduled by the Registrar) must be stated in the course syllabus.
2. The instructor of the course with the out-of-class test or exam must reasonably accommodate students who are enrolled in another Dalhousie course that overlaps in time with the out-of-class element. Reasonable accommodation will normally include the option to write a comparable exam at a time that does not conflict with the student's academic schedule.