

UFV Final Exam Practices

Purpose

This document provides guidance on the requesting, scheduling, and administration of final examinations, including approved exceptions and accommodation-related processes. It applies to academic-level courses taught at the University of the Fraser Valley that follow Senate-approved sessional dates.

Relevant Policies

[Policy 46 – Instructional Responsibilities](#) (updated effective January 1, 2026)

UFV instructors are expected to be familiar with and adhere to policy 46 when designing and administering final assessments.

Current Scheduling Practices

A formal final examination period is scheduled at the end of each academic semester.

Sessional dates, including the start and end of term and the final exam period, are approved by [Senate](#).

The Office of the Registrar is responsible for scheduling final examinations during the exam period.

The Scheduling Office typically generates the final exam schedule approximately four weeks after term start.

For all semesters, students and instructors are expected to be available for the full set of sessional dates until the final exam schedule is published.

Final Exam Request Procedures

The Office of the Registrar activates the online **Final Exam Request Form** at the beginning of each term.

Active instructors will receive an email from the Scheduling Office with instructions and a term-specific submission deadline.

Instructors requesting an accommodation due to extenuating circumstances must obtain approval from their Department Head (or designate) prior to submission.

Approved requests will be reviewed by the Registrar's Office; however, accommodation requests cannot be guaranteed.

Exam Scheduling Principles and Guidelines

Final examinations are scheduled by the Office of the Registrar based on faculty requests and the following:

Exam Time Blocks

Exams are scheduled within one of the following standard blocks:

- Morning: 9:00 – 12:00
- Afternoon: 14:00 – 17:00
- Evening: 19:00 – 22:00

Scheduling Parameters

- Exams are scheduled Monday through Saturday, excluding statutory holidays.
- Exams are distributed across the full exam period to:
 - Provide a reasonable spread of exams for students.
 - Ensure the efficient use of classroom resources.
- Exams will be primarily scheduled on the campus where the course section is delivered.
- Course sections that begin at 5:30 p.m. or later during the semester are typically scheduled in the evening exam block, where possible.
- Saturday course sections will primarily have exams scheduled on Saturdays.
- Online courses are eligible for on-campus examinations; however, this should be avoided where possible.
- A primary scheduling goal is to minimize simultaneous exams for students. While this is not always achievable, it is a key consideration.
- Where feasible, the Scheduling Office attempts to limit students to no more than two exams per day.

Exam Section Coordination

When requested by instructors and where scheduling permits, the Scheduling Office may:

- **Combine** sections of the same course so all students write at the same time and location.
- **Stack** sections of the same course so exams occur at the same time but in different rooms or campuses.
- **Sequence exams** to support required back-to-back invigilation.

Note: Sections must be of the same course to be combined, stacked or sequenced.

Final Exam Schedule Changes and Exceptions

- Once published, the final exam schedule is considered final.
- Instructors cannot informally schedule their own synchronous final examinations or change the day and/or time of their published examinations.
- Requests for alternative rooms may be submitted to the Scheduling Office for consideration.

Note: Requests for exceptions following publication must be approved by the program/department head/director (whichever applies), the applicable Dean and the University Registrar.

Exam Conflict Procedures

The Registrar's Office considers a direct exam conflict as a student having two or more examinations scheduled at the same time.

- Students experiencing conflicts are directed to contact their course instructors to make alternate arrangements, such as following established [Assessment Services](#) procedures for resolution.

While not classified as direct conflict, students may request accommodation if scheduled for:

- More than two (2) examinations in one day; or
- Three (3) consecutive exam blocks (e.g., Day 1 – afternoon and evening, followed by Day 2 – morning)

Exam Accommodations for Students

Accessibility Requirements

Students registered with the **Centre for Accessibility Services** (CAS) are eligible for approved exam accommodations.

Following initiation by the student(s), instructors should direct persons requiring accessibility-related accommodations to the Centre for Accessibility Services, and follow [CAS](#) guidance for exam administration.

The Centre for Accessibility Services will then coordinate accommodations directly with students.

Religious and Spiritual Accommodations

Recognizing the religious and spiritual diversity of the UFV Community, students may need to be absent from during a scheduled exam due to the observance of a holy day (as identified by the Registrar).

Instructors provide an opportunity for students, if they have been notified a minimum of one week in advance, to make up work or examinations missed without penalty.

In-Person Exams for Online Courses

Instructors scheduling an in-person final exam for an otherwise online course are responsible for the following:

- Clearly indicating any in-person exam requirements in the course syllabus
- Informing students of these requirements during the initial class session
- Accommodating students who are unable to attend in person

Instructors are expected to work directly with affected students to arrange:

- Alternate off-campus examinations
- Online assessments, or
- Alternate assessment methods

Questions

For questions regarding final exam scheduling or procedures, contact Scheduling@ufv.ca.