



Policy History
<b>Policy No.</b> AR18
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> November 2006

---

## Final Examinations and Overloads Policy

---

### A. PURPOSE

This policy provides a framework for resolution of final examination overloads and other examination procedures.

### B. SCOPE

All students enrolled at Kwantlen Polytechnic University.

### C. PRINCIPLES

1. Students will normally be required to produce picture identification at the time of their final examination.
2. Students are responsible to initiate a resolution to an exam overload.
3. Resolution of overloads will normally require the assistance of one or more of the student's instructors.

### D. DEFINITIONS

1. **Exam Overload** – consists of three or more examinations scheduled on the same day.

## **E. PROCEDURES**

1. Students should report all overloads to the Enrolment and Registrar Services Office for resolution of the conflict.

## **F. RELATED POLICIES:**

*AC4 Student Evaluation and Grading*

*AR6 Final Examinations and Grade Reporting for Courses*