



**Approved**  
 Bahamas Technical and Vocational  
 Board of Directors  
 Effective Fall 2023

<b>POLICY NUMBER</b>	<b>AA-23-02-002</b>
<b>TITLE OF POLICY</b>	Final Examinations
<b>DATE OF ADOPTION</b>	Spring 2023
<b>SUPERSEDES</b>	All previous policies and procedures regarding final examinations
<b>DATE OF IMPLEMENTATION</b>	Fall 2023
<b>PROJECTED DATE OF REVISION</b>	Fall 2028
<b>PURPOSE OF THE POLICY</b>	To identify the procedures governing final examinations
<b>REVISION NUMBER</b>	Version I
<b>ACCOUNTABILITY</b>	Office of Academic Affairs
<b>RELATED POLICIES/PROCEDURES</b>	Policy on Academic Integrity Policy on Challenge Examinations Policy on Cross-Moderation and Final Grade Review Policy on Grading Policy on Final Grade Appeals Policy on Support Services and Learning Accommodations for Students with Disabilities
<b>APPENDICES</b>	A: Request for Special Sitting of a Final Examination

### 1.0 Preamble

The Bahamas Technical and Vocational Institute (BTVI) provides technical and vocational education and training through the delivery of degree, diploma and certificate programmes of study. To assess student mastery of the knowledge, skills and competencies being taught, many BTVI courses require a final examination at the end of instruction. Final examinations provide an opportunity for students to apply the knowledge and skills learned in a course. BTVI seeks to ensure an examination process that is governed by best practice and that is reliable, consistent, fair and inclusive.

### 2.0 Scope

This policy identifies the procedures for all BTVI final examinations.



### **3.0 Policy**

- 3.1. Final examinations shall be held during the final examination period which shall begin the week immediately following the last day of classes.
- 3.2. The Office of Examinations and Testing Services shall:
  - 3.2.1 prepare a final examination schedule for all courses which require a final examination;
  - 3.2.2 submit a draft of the schedule to Deans and Heads of Departments for review;
  - 3.2.3 post the final examination schedule no later than six (6) weeks before the end of classes for the fall and spring semesters and three (3) weeks before the end of classes for the summer semester; and
  - 3.2.4 administer all final examinations during the regularly scheduled final examination period.
- 3.3. All sections of the same course shall sit a common final examination. In those instances in which the final exam is administered at different times, examination questions shall be randomised using an agreed protocol to ensure the integrity and reliability of results. In such instances:
  - 3.3.1 the examination may be scheduled for the day and time of the first class session.
  - 3.3.3 the examination may be divided into several papers and offered over multiple sittings to accommodate the regularly scheduled class time. The first sitting may take place during the last week of classes and the second during the first week of final examinations.
- 3.4. The final examination schedule will:
  - 3.4.1 indicate the date, time and location of each examination.
  - 3.4.2 indicate whether the examination is in-person or virtual.
  - 3.4.3 be subject to change.
- 3.5. Students should contact the Office of Examinations and Testing Services as soon as possible or no later than two (2) weeks prior to the start of the final examination period regarding schedule clashes or concerns.

### **4.0 Administration of Final Examinations**

- 4.1 Final examinations and answer keys shall be prepared by the Department responsible for the course.
- 4.2 By the end of the sixth week of the fall and spring semester and third week of the summer semester, Heads of Departments shall forward final examinations and answer keys to the Office of Examinations and Testing Services which shall:
  - 4.2.1 provide sufficient copies of all final examinations for in-person sittings or upload the final examination to the online platforms approved by the Office of the Vice President Academic Affairs.



- 4.2.2 assign invigilators in consultation with Heads of Departments. Normally, course instructors shall not be scheduled to invigilate the final examinations of the sections they have been assigned to teach.
- 4.3 Students must:
  - 4.3.1 sit their final examination on the designated day and time. Failure to do so may result in a failing grade for the examination.
  - 4.3.2 be on time for each final examination.
    - 4.3.2.1 Students who arrive within forty-five (45) minutes of the start of the exam, will be allowed to sit the exam but will not be given extra time for the exam.
    - 4.3.2.2 Students who arrive forty-five (45) minutes after the start of the exam will not be allowed to sit the exam.
  - 4.3.3 present a valid photo identification such as a BTVI student ID card, e-passport, National Insurance Board card, driver's license or other form of government issued photo identification to sit the exam.
  - 4.3.4 have the requisite electronic and/or other approved devices and resources needed for the exam.
- 4.4 Cell phones, headphones, earbuds, smart watches or any other such devices are not allowed during a final examination.
- 4.5 Students may be removed from a final examination if they:
  - 4.5.1 communicate with anyone other than the invigilator during the exam.
  - 4.5.2 provide or receive assistance during the exam from anyone other than the invigilator.
  - 4.5.3 access course or other external resource materials during the exam, including those available through the approved online platforms, unless explicitly authorised to do so by the invigilator, course instructor and Head of Department.
  - 4.5.4 possess unauthorised materials or devices during the exam, whether they intend to use them or not.
- 4.6 Students who leave the examination room without the invigilator's permission will be deemed to have withdrawn from the exam and will not be permitted to re-enter the room.
  - 4.6.1 The invigilator shall forward the student's examination script to the course instructor noting the time the student left the room.

#### **Virtual Final Examinations**

- 4.7 Virtual final exams shall be conducted online on platforms approved by the Office of the Vice President Academic Affairs.
- 4.8 Virtual final exams will begin and end at the times indicated on the examination schedule. However, examination conditions begin immediately after the student has been allowed into the virtual room.



- 4.9 Students must have the software needed to take the exam as well as the appropriate device such as a laptop or desktop computer equipped with a webcam, microphone, speaker and stable internet connection. Mobile devices such as tablets and cell phones will not be allowed.
  - 4.9.1 Unless explicitly authorised by the course instructor and approved by the Head of Department, students are not allowed to use any other device or form of assistance during the exam.
- 4.10 During the exam, students must have their cameras on at all times with their faces clearly visible. Should the camera turn off during the exam, the invigilator has the right to remove the student from the exam.
- 4.11 Students who step away from their device without the invigilator's approval will be deemed to have withdrawn from the examination and will be removed from the exam.
- 4.12 Students must upload their examination and other documents relative to the exam, such as word documents or other files, before the end of the exam. Extra time will not be provided for students to upload their examination or other documents.

## **5.0 Students with Disabilities and/or Special Needs**

- 5.1 Students with disabilities and/or special needs who have registered with the Office of Student Affairs at the point of admission to BTVI and who need an accommodation must contact the Office of Examinations and Testing Services immediately following the posting of the final examination schedule.
- 5.2 The Office of Examinations and Testing Services shall, with the assistance of the Office of Student Affairs, make every effort to facilitate the requested accommodation.

## **6.0 Final Examination Papers and Grades**

- 6.1 Final grades shall be submitted via the online platform forty-eight (48) hours after the final examination.
- 6.2 Students may request to see their graded final examination in the presence of their course instructor or Head of Department.
- 6.3 Students who believe that the grade allocated for the final exam does not represent an accurate assessment of their work should meet with their course instructor no later than forty-eight (48) hours after the final examination grade has been posted.
  - 6.3.1 Should the instructor agree that an error has been made, the instructor shall forward a *Grade Change Request* to the Office of the Registrar and notify the Head of Department.
  - 6.3.2 Should the instructor not agree that an error has been made, the student may refer the matter to the relevant Head of Department who will review the student's concern and discuss the matter with the course instructor.
  - 6.3.3 Should the instructor and the Head of Department agree that a change of grade is warranted, the instructor shall forward a *Grade Change Request* to the Office of the Registrar.
  - 6.3.4 Should the instructor and Head of Department agree that the final exam grade is an accurate assessment of the student's performance, the student may submit a



completed *Final Grade Appeal Request* to the Dean of Academic Administration. As per the *Policy on Final Grade Appeals*, the Dean shall convene a meeting of the Final Grade Appeal Panel to review the request and act as mediator.

6.4 Final examination papers will not be returned to students.

## 7.0 Special Sitting of a Final Examination

- 7.1 Students are eligible for a special sitting of a final examination provided they:
- 7.1.1 Were ill, injured or hospitalised immediately prior to or on the day of the final examination and provide supporting documentary evidence from a qualified medical practitioner confirming their inability to sit the examination.
  - 7.1.2 Suffered the death of an immediate family member and provide supporting documentary evidence in the form of a death certificate, an obituary or a funeral programme in which the student is listed as a survivor.
  - 7.1.3 Are required to participate in a significant cultural or sporting activity at the national/international level and provide supporting documentary evidence in the form of a signed letter from the agency confirming their role and participation and detailing the dates and times of the event.
  - 7.1.4 Are required to engage in employment-related travel and provide supporting documentary evidence in the form of a signed letter from their employer confirming travel dates.
- 7.2 As soon as possible or no later than seven (7) days after the date of the final examination, students must submit a completed *Request for Special Sitting of a Final Examination* along with supporting documentary evidence to the Office of Examinations and Testing Services, copied their Head of Department.
- 7.3 The Office of Examinations and Testing Services will notify the student and the Head of Department of the day and time for the special sitting of the exam.
- 7.4 Students who are unable to sit a final examination for any reason other than those identified in 7.1 above may submit a completed *Request for Special Sitting of a Final Examination* along with a detailed reason for not sitting the exam to the Office of Examinations and Testing Services, copied their Head of Department, as soon as possible or no later than seven (7) days after the date of the final exam.
- 7.5 Within five (5) business days of receipt of the request, the Office of Examinations and Testing Services shall convene a meeting of the Examinations Committee to consider the request.
- 7.5.1 The Committee shall be chaired by the Director of Examinations and Testing Services and shall comprise the Dean of Academic Administration, the Dean or Head of Department responsible for the course for which the special sitting is being requested and a representative from the Office of Student Affairs.
  - 7.5.2 Should the Committee approve the request, the student may be required to pay a fee for each approved special sitting. The student must provide the Office of Examinations and Testing Services with proof of payment of the requisite fee no



later than forty-eight (48) hours after receipt of the communication confirming approval to sit the exam.

7.5.3 The decision of the Examinations Committee is final.

7.6 Requests for a special sitting of a final examination will not be considered in those instances in which the student:

7.6.1 misread the final examination schedule or forgot the day and time of the final examination or overslept or was late for the final examination, etc.

7.6.2 had failed to study or prepare for the final exam.

7.6.3 was stressed or anxious about the final exam.

7.6.4 had booked recreational or family domestic or international travel.

7.6.5 had to participate in or attend a special celebration or event such as a wedding or party.

7.6.6 was otherwise engaged in routine work-related demands.

7.6.8 failed to submit the request for a special sitting within the designated time frame, that is no later than seven (7) days after the final examination.

#### **Administration of a Special Sitting of a Final Examination**

7.7 Special sittings of final examinations will be scheduled and administered by the Office of Examinations and Testing Services.

7.8 Where possible, special sittings shall take place during the final examination period or during the week immediately following the final examination period. Requests for special sittings outside of this time frame will not be considered.

7.9 Students who do not attend the special sitting of a final examination will not be considered for another special sitting of the exam and will receive an “F” grade for the examination.



	<h2 style="margin: 0;">REQUEST FOR SPECIAL SITTING OF A FINAL EXAMINATION</h2>
---	--

Students who are unable to sit their final examination on the designated day and time may request a special sitting of the final examination. Students must submit a completed *Request for Special Sitting of a Final Examination* form along with supporting documentary evidence to the Office of Examinations and Testing Services, copied their Head of Department, as soon as possible or no later than 7 days after the date of the final examination. **Requests submitted after this time will not be considered.**

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_  
 Student's Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Course Title: \_\_\_\_\_  
 Course Code and Section: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Year Taken: \_\_\_\_\_

- I request a special sitting of my final examination for the following reason (select the one which applies):
- Illness/Injury/Hospitalisation.** Documentary evidence from qualified medical practitioner attached.
  - Death of immediate family member.** Copy of death certificate or obituary/relevant pages of funeral programme in which I am listed as a survivor is attached.
  - Participation in a significant cultural or sporting activity at the national/international level.** Signed letter from the agency confirming their role and participation and detailing the dates and times of the event attached.
  - Employment related travel.** Signed letter from employer confirming travel attached.
  - Other significant reason, with detailed explanation below and supporting evidence attached if available:**

I understand that I am **not eligible** for a special sitting of my final examination because I:

- misread the final exam schedule **or** forgot the day and time of the final exam **or** overslept **or** was late for the final exam, etc.
- failed to study or prepare for the final exam **or** was stressed or anxious about the final exam.
- had booked recreational or family domestic or international travel.
- had to participate in or attend a special celebration or event such as a wedding or party.

**I declare that the information I have provided is true and complete. I acknowledge that BTVI reserves the right to confirm the information and may vary or reverse any decision regarding special sittings on the basis of incorrect or incomplete information. If approved for a special sitting, I agree to sit the exam on the day and time assigned. Failure to do so will result in an "F" for the exam.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR EXAMINATION AND TESTING SERVICES USE ONLY**

(1) **Request:** ( ) Denied ( ) Approved      (2) **Special sitting fee required:** ( ) Yes ( ) No      (3) **Special sitting to be held:**

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Campus: \_\_\_\_\_ Room: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_