

Memo

Brock University
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To: Tim Dun, Chair, USAC

From: Rajiv Jhangiani, Vice Provost, Teaching and Learning
Brendan Barrett, Interim Associate Director, Enrolment Operations, Office of the Registrar
Giulia Forsythe, Director, Teaching and Learning, Centre for Pedagogical Innovation
Matt Clare, Director, Technology-Enabled Learning, Centre for Pedagogical Innovation

Date: May 11, 2023

Subject: **Revisions to FHB III: A.9. (Examination)**

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MOVED (/)

THAT USAC recommend to Senate that the Faculty Handbook Section III: A.9. (Examination) be revised as outlined in the attached appendices.

In line with the short-term plan priority of USAC to “correct outdated and limiting language in Section III: A.9. of the Faculty Handbook – Examination,” the Office of the Registrar and the Centre for Pedagogical Innovation conducted a thorough review of the language in this section. After identifying areas of potential revisions, we consulted with the Undergraduate Student Affairs Committee on December 14, 2022 and the Teaching and Learning Policy Committee on January 20, 2023.

Draft revisions were prepared that aimed to address identified policy gaps (e.g., online examinations, take-home examinations, etc.), reflect current practice, empower faculty, alleviate bureaucratic workload, and remove granular operational details while updating and standardizing terminology wherever possible. These draft revisions were considered and recommended to Senate for approval on April 26, 2023, with the exception of language proposed for FHB III: A.9.4.1. that was referred to members of Two Row Council for additional consultation.

On May 10, 2023, members of Senate provided additional feedback on the draft revisions and referred the draft policy back to USAC for further consideration.

The attached appendices include the revisions previously reviewed and recommended by USAC on April 26, 2023 and also incorporate the additional feedback received following USAC’s previous review of this policy language. These additional proposed revisions include:

1. A broadening of the language in FHB III: A.9.4.1. (Deferred Examinations: Permission to Write) that currently focuses solely on “religious obligations” to also encompass spiritual, First Nations, Métis, or Inuit cultural obligations and observances, in recognition that members of the Brock community come from a range of backgrounds, traditions, and beliefs. This revision is based on feedback from Two Row Council on May 11, 2023 that was requested by members of USAC on April 26, 2023.
2. Additional language in FHB III: A.9.1.8.A. to clarify that although examination scheduling is prioritized in gymnasiums, exceptions are made in cases where courses have specialized equipment needs (e.g., musical equipment in the Marilyn I. Walker School of Fine and Performing Arts). This revision is based on feedback from Senate on May 10, 2023.
3. A revision of language in FHB III: A.9.1.8.G.3. to eliminate the earlier proposal that take-home

exams must allow students at least 72 hours between the date of the exam and the due date and instead replace this with more flexible guidance that take-home exams are often intended to be written over a day or more and that instructors should provide sufficient time for students to complete and submit their take-home exams, considering their other coursework and responsibilities. This revision is based on feedback from Senate on May 10, 2023 and mirrors similar recommendations at other Ontario post-secondary institutions such as the University of Guelph and the University of Waterloo.

4. A revision of language in FHB III: A.9.1.2. (Accommodations) to refer to “accommodations” to examinations procedures (instead of “modifications” to examinations procedures), to indicate that these accommodations are recommended on an individualized basis based on need, and to further stipulate that any such changes should be reported to the instructor. This revision is based on feedback from the Office of Student Accessibility Services.