

All tests and examinations (excepting laboratory examinations, oral and slide tests) are subject to the following scheduling rules, as set out in the undergraduate calendar (Academic Regulation 4.1):

- Tests and examinations given in class must not exceed the time allotted for the class.
- The schedule for any term tests or examinations held outside of class time must be communicated in the course outline. Students who are unable to write during this scheduled time must be accommodated before the last day of class.
- If there is a final or end of term examination in a multi-term course, this examination will be held in the official examination periods. This applies to FYSMs as well as to lecture courses.
- **No summative tests or final exams may be held during the last two weeks of the term (after **November 27/2020** [Fall term], and **March 26/2021** [Winter term])**
- **Formative tests** may be held during the last two weeks of classes of fall or winter, or during the last week of each half of the summer term, **provided they do not total more than 15% of the final grade**. Note that **formative assessments** are those carried out during the course that act to provide feedback and guidance to the student in addition to assessing the student's performance. **Summative assessments**, by contrast, are those carried out at the end of a course or the end of specific components of a course whose sole purpose is to constitute a judgement on a student's performance in the course or a specific component of the course.
- Take-home examinations in any term are normally assigned on or before the last day of classes and are **due on the last day of the official examination period**, [dates found here](#). Final take-home examinations not set according to this normal practice must be formally scheduled by Scheduling and Examination Services and are subject to overload rules. In all cases the rules for take-home examinations must be well communicated to students by course instructors.