

Teaching and Learning Services

Orientation to Teaching &
Learning at Carleton
University

Introductions

- **Name**
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Rlv.zcache.com

Carleton University acknowledges the location of its campus on the traditional, unceded territories of the Algonquin nation.

Overview

- Policies and Procedures—
Part 1: Assessment
- Policies and Procedures—
Part 2: FIPPA, Copyright,
Course Outline
- Policies and Procedures—
Part 3: Accommodations,
Academic Misconduct



[clipartart.com](https://www.clipartart.com)

Policies & Procedures: Part 1

Assessment

Term Work – Regulations

- **Early Feedback**
(Reg. 5.3)
 - First 25 teaching days;
first 40 teaching days at
the latest
- **No summative
tests/exams (+15%)
during last two weeks
of term (Reg. 4.1)**

For specific dates, review the
Academic Year webpage
[calendar.carleton.ca/academic
year](https://calendar.carleton.ca/academic_year)

Term Work & Exams – Due Dates

- **Term work due by the last day of term**
(Reg. 5.2)
- **All undergraduate final exams held during the officially scheduled exam period**
 - Not (usually) required (except in **Engineering**)
 - Check with your chair or undergraduate supervisor

For specific dates, review the Academic Year webpage
calendar.carleton.ca/academic_year

Online Courses + In-Person Assessment

- Course sections may be offered in-person, online, or as a combination of in-person **and** online activities
- Different ‘components’ of the same course may have different delivery types
 - For example, a course with an online lecture may also have in-person tutorials
- Online sections may still have in-person assessments, requiring in person, “on-campus” presence.

In-person section (Campus presence)
Mix of In-person and Online (Campus presence)
Online Scheduled Section (Campus presence is not required)
Online Scheduled Section with In-Person Assessments (Campus presence)
Online Unscheduled Section (Campus presence is not required)
Online Unscheduled Section with In-Person Assessments (Campus presence)
In-person section (Optional campus presence)

Online Courses + In-Person Assessment

- Each label shows if a “campus presence” is required
- List of course registration labels:
<https://carleton.ca/regISTRATION/course-delivery-types/>
- Course registration labels appear in Carleton Central and on the public class schedule

Select	Status	CRN	Subject	Section	Title	Credits	Schedule	Restrict
☐	Open	30348	BIOL 1010	R	Biotechnology and Society	.5	Lecture	No
Meeting Date: Sep 03, 2025 to Dec 05, 2025 Days: Time:								
Section Information: Section Type - ONLINE Unscheduled Section (Campus presence is not required) Credit or after BIOL 2200 or BIOL 2200 or BIOL 2201. Students in Biology and Biochemistry programs may only take this course are online.								

Select	Status	CRN	Subject	Section	Title	Credits	Schedule	Restrict
☐	Open	10804	CGSC 1001	C	Mysteries of the Mind	.5	Lecture	Yes
Meeting Date: Jan 05, 2026 to Apr 06, 2026 Days: on Wed Time: 13:05 - 14:25								
Section Information: Section Type - IN-PERSON This course is not an option for students in a BENG program								

Tests & Exams – Scheduling

- **In-Term Test (in-person or online):**
 - Requests for in-term tests scheduled *outside* of class time for all students: i.carleton.ca/mec/exam-data-collection/
 - Requests for in-term tests scheduled *during* class time for PMC students: ventus.carleton.ca/instructor/
- **End of Term Exams (in-person or online):**
 - Request through your department for formal (final) exam periods (December, April, June, August) – see The Academic Year (calendar.carleton.ca/academicyear/)

In-Term Tests & Exams – Deliverables/Types

- **In-Person Paper Exams (Midterm, Quiz, Test):**
 - Instructor supplies paper copies (in class)
 - Instructor submits the exam for PMC students (paper or online – <https://i.carleton.ca/mec/upload/>)
 - Use the same link to notify SES/PMC if you will handle printing independently
 - For exams scheduled outside of class time, SES can also print for students writing at the main site for a fee
 - For in-person digital exams, use the link to inform SES and select the service applicable to you

In-Term Tests & Exams – Deliverables/Types

- **Online & Hybrid Exams (Midterm, Quiz, Test):**
 - Instructor submits exam online (<https://i.carleton.ca/mec/upload/>) for SES to set up in Brightspace, conduct a review of the settings, and/or apply PMC accommodations (ventus.carleton.ca/instructor/)
 - In-person exams written online should also be submitted via these methods
 - The process is the same for hybrid exams (i.e., exams that include both paper *and* online elements – e.g., a paper exam for some questions + the use of Brightspace for multiple-choice questions)

Final Exams – Deliverables/Types

- SES can provide paper copies for in-person exams, including for PMC students, or you can print them yourself
- Instructors collect printed exams from the designated site and can arrange to collect finished exams from the PMC sites when all students are finished that day – otherwise, SES delivers exams completed by PMC students to the instructor's department within 2 business days
- For in-person digital exams or online exams, instructors can opt-in for any of the following services offered by SES: exam building on Brightspace, exam reviews, and/or PMC accommodations set up

Final Exams – Services, Deadlines, Fees

- SES sends an exam memo 1~ month before course outlines are due, outlining all of the services, deadlines for requests, and associated fees (see previous memos at <https://i.carleton.ca/mec/>)
- Information about fees can be found here: i.carleton.ca/mec/exam-services-services-and-late-fees/
- Questions? Email examinations@carleton.ca

Exam Duration Types

Duration Type	Definition	Eligible Exam Type
Fixed Duration	Fixed same-day start & end times (max. 180 mins)	In-person Paper*, In-person Digital*, and Online
Range	No fixed duration, exam accessible for a range of hours/days	Online only
Fixed Duration within Range	Fixed duration (max. 180 hours), exam accessible for a range of hours/days. Timer starts when the student accesses the exam	Online only

*Note: online/hybrid courses must indicate on the course outline if an in-person exam will be required



Exams – Day-Of Supports

- **Site Office:** for in-person fixed exams, a physical location is run where proctors report to, and instructors can pick up their exam materials (if printing is requested)
- **Virtual Site Office:** virtual room organized upon request for online fixed exams as a means of direct support
- **SES Exam Support Network*:** SES staff provides support for all exam options during business hours, to both faculty and students
 - carleton.ca/ses/exam-support/
 - Live chat support or submit a service ticket: carleton.ca/ses/help/
 - Toll-free call lines:
 - 1-877-557-2930 (Canada – USA)
 - 1-613-518-2601 (Outside Canada/USA)

*Note: SES provides extended support during peak midterm season & all formal exam periods

Exams – Day-Of Supports

- **E-Proctoring** (for in-person digital and online exams):
 - Request e-proctoring (i.carleton.ca/mec/e-proctoring/e-proctoring-application-form/)
 - Ensure that the e-proctoring statement (carleton.ca/ses/e-proctoring/e-proctoring-course-outline-template/) is included in your course outline
 - Managed by SES's Online Team and includes associated fees

Exams – Day-Of Supports

- **Distance Exam Service:**

- SES staff works with other institutions to ensure students who can't write their exam at Carleton (i.e., those enrolled in online courses with an in-person test requirement, varsity athletes with travel schedules, or anyone with an extenuating circumstance) can still complete them
- If students are +160 km away from Carleton on exam day, they can find more information here (carleton.ca/ses/distance-exams/)
- This option can be included in your course outline if it meets your course requirements

Term Work – Deferrals

- Extensions for term work **beyond a normal deadline and/or the Senate deadline (end of term – i.e., deferrals)** are handled by instructors, at their discretion ([Reg. 4.4](#))
 - Before end of term whenever possible
 - For due dates past the end of term, assign a grade of 0 for assignment(s), & submit grade as is to E-Grades; submit a 'change of grade' request afterwards
 - Registrar's Office has no role in this process

Exams – Deferrals

- Deferrals for **centrally-scheduled exams**, by contrast, are managed by the **Registrar's Office** (Reg. 4.3)
 - Student initiated: [form](#)
 - 300 Tory Building, registrar@carleton.ca
 - Instructor has no role in this process (beyond preparing & marking the exam) – SES handles scheduling/proctoring

Carleton's Grading Scheme

A+	12
A	11
A-	10
B+	9
...	
C+	6
...	
D+	3
...	
F	0

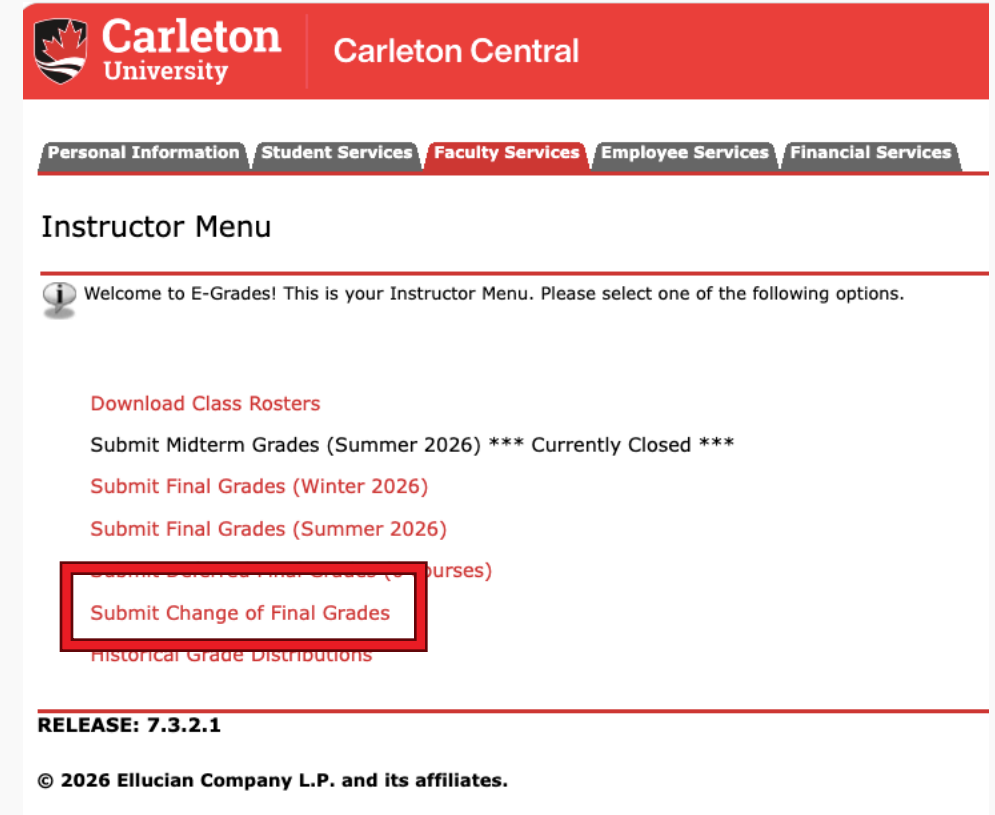
Equivalent 100-point system

A+	90-100	C+	67-69
A	85-89	C	63-66
A-	80-84	C-	60-62
B+	77-79	D+	57-59
B	73-76	D	53-56
B-	70-72	D-	50-52
		F	0-49

[The Undergraduate Calendar, Reg. 5.4](#)

Final Grade Submission

- **E-grades in Carleton Central**
 - **10 calendar (not business) days** after exam
 - Submitted by **instructor**
 - Approved by **Chair & Dean** before release to students
 - “Change of grade” submissions made here as well

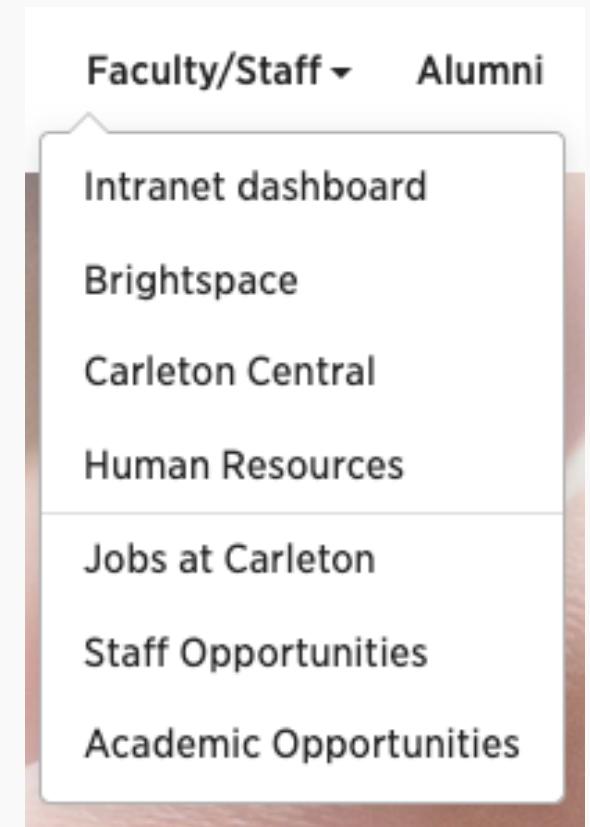


Policies & Procedures: Part 2

FIPPA, Copyright, Course Outline

Confidentiality – FIPPA

- **Third parties** (even parents!)
([Reg. 2.3](#))
 - **NO** information, even if student is a minor
- **Communication** ([Reg. 2.3](#))
 - **ONLY** through official Carleton emails (student@cmail.carleton.ca)
- **Grades** are confidential ([Reg. 2.3](#))
 - **Don't** post in public areas or give assignments to friends
 - Use **Brightspace**



Copyright

- Asserting copyright over your own materials: add language to syllabus
- Respecting the copyright of others:
 - When in doubt, give credit
 - Links > hosting files
 - Carleton Library, ARES system



Sample language: My lectures and course materials (including all PowerPoint presentations, handouts, videos, and similar materials) are protected by copyright. I am the exclusive owner of copyright and intellectual property of all course materials. You may take notes and make copies of course materials for your own educational use. You may not allow others to reproduce or distribute lecture notes and course materials publicly for commercial purposes without my express written consent.

Course Syllabus

- Description, assessment info (%ages & due dates), policies, weekly schedule, accommodations statements, any dept requirements
- Needs to be accessible to students 1 week in advance of the start of the term ([Reg. 5.2](#))

[Course Syllabus Checklist](#)

[Accommodations Statements](#)

Policies & Procedures: Part 3

Accommodations, Academic Misconduct

Accommodations

- Letters of Accommodation (LoAs)
 - Start of term
 - Process
 - Considerations
- Request deadlines



For specific dates, review the Academic Year webpage
calendar.carleton.ca/academic_year

Info about Ventus:
carleton.ca/ventushelp/ventus-faculty-portal-overview/
Login portal:
ventus.carleton.ca/instructor

Accommodations



VENTUS 

Dashboard

Class list

Class List

Semester

Spring/Summer 2024

→

Carleton University 

VENTUS 

PMC – Academic Accommodations - Instructor Portal

Dashboard

@cunet.carleton.ca

Ventus Faculty Support & FAQ

Settings

Log out

Class list /

View course outlines

Students

Personal and confidential information must be handled in accordance with Access to Information and Protection of Privacy

Student name	Student number	Status	Coordinator	Last Updated

Notices of examination

Instructions

Add notice of examination

Academic Consideration Policy

- Students can request 'academic consideration' (informal accommodations for short-term issues) via a [form](#)
- Extenuating circumstances = beyond the student's control, impact their ability to attend to academic obligations, and could not have been prevented
- Consider adding parameters around students' access to such consideration, in consultation with your Chair/Dean

Read about the Policy:

carleton.ca/registrar/academic-consideration-coursework/

Info for Faculty:

i.carleton.ca/registrar/academic-consideration-policy/

Academic Misconduct

- Promoting a culture of Academic Integrity
- Detecting
- Reporting → Process
 - Centralized
 - Instructors do NOT assign marks or determine penalties for plagiarized work
- Communicating to students

[The Academic Integrity Policy](#)

[Academic Integrity Resources for Instructors](#)

Academic Misconduct

- **ChatGPT / AI Tools**
- Instructors have latitude to authorize or disallow use of ChatGPT / AI Tools
- Instructors should not rely on AI detection tools as the sole source for any Academic Integrity allegation
- For more ideas & strategies, consult the Working Group Report → *AI in Teaching at Carleton: Opportunities and Challenges*

Academic Misconduct

Related Resources:

The Academic Integrity Policy:

carleton.ca/secretariat/wp-content/uploads/Academic-Integrity-Policy-2021.pdf

The Instructor's Guide to Academic Integrity:

carleton.ca/studentaffairs/wp-content/uploads/Academic-Integrity-Instructors-Guide.pdf

Faculty Forms, Guides, Instructions:

- **FASS:** Academic Integrity Memo Template, carleton.ca/fass/faculty-resources/#teaching_resources
- **FPA:** FPA Teaching Regulations, carleton.ca/FASS-FPA-teaching-regulations
- **Sprott:** consult the Sprott intranet – i.carleton.ca/sprott/teaching-resources-forms/
- **Science:** ODSIntegrity@carleton.ca, Detecting & Reporting Academic Misconduct, science.carleton.ca/faculty-staff/academicintegrity/
- **FED:** Email your Associate Dean (Student Success)

Welcome to Carleton!

- Be sure to bookmark the Orientation Resources page (carleton.ca/tls/orientations)
- For 1-on-1 Brightspace support: tlssupport.carleton.ca
- For 1-on-1 course consultations: tlssupport.carleton.ca

