

Protocol for Emergency Evacuations during Examinations and Procedures for Examinations not held

On rare occasions it may be necessary to cancel an examination in progress or at the last moment. The following guidelines will inform both staff and students on how to proceed.

A. In the event that an examination is interrupted by fire alarm, power outage, imminent threat to public health or safety, or similar emergency requiring evacuation:

1. The invigilator should follow any emergency instructions that may be issued by University of Alberta Protective Services or other authority in charge. Note that such instructions may not be issued in all circumstances and instructors may need to exercise their own discretion, keeping health and safety first and foremost in mind.
2. The invigilator should, to the extent possible and consistent with 1 above:
 - a) advise students to insert the exam paper into the exam booklet and leave it on the desk.
 - b) safely lead students out of the facility in an orderly fashion
 - c) advise students not to communicate with each other about the examination.
3. Following the evacuation, a decision will be made on continuation, rescheduling, cancellation, or conclusion of the examination. Each situation is unique and this decision will be at the discretion of the instructor in consultation with the teaching department and/or faculty, if required. Instructors may attempt to contact their department or faculty office, the Office of the Registrar, or the Vice-Provost, Academic Programs and Instruction for advice if needed.
4. In circumstances when a final examination is cancelled, invigilators or departments may contact the Office of the Registrar, Examinations and Timetabling (780-492-5221) to obtain multiple copies of this document for immediate distribution to students.

Note: On the rare occasion when an instructor suddenly becomes ill, it may also be necessary to cancel an examination at the last moment. This protocol also serves as guidance in such instances.

Mid-term exams: The decision to reschedule the examination or make other alternative arrangements will be made at the discretion of the instructor in consultation with the teaching department and or faculty if required.

Final exams:

- a) Unlike deferred examinations, no application is necessary when a final examination must be rescheduled because the examination for a course is not held at the originally scheduled time.
- b) Instructors will contact students in order to inform them of the alternative arrangements.
- c) Students may contact the instructor, department or faculty in which the course is offered with any questions they may have.

B. Generally when a scheduled final examination is not held at the scheduled time it will be rescheduled. The following dates are suggested for rescheduled final examinations:

Fall Term	1st Saturday after classes commence in January;
Winter Term	1st day available (if not a Sunday) following the completion of scheduled final examinations (including consolidated examinations);
Spring and Summer Terms	1st Saturday after the term ends

Alternatively, the rescheduled final examination may be held at the same time as the deferred examination and/or reexamination in the course. In certain cases, the Department/Faculty may make alternative arrangements regarding the assignment of the final grade.