

ACADEMIC EXAM POLICY

- ✓ Exams will be written for all required academic courses in each module.
- ✓ Exams will be written during the exam period unless permission is granted (extenuating circumstances only) by the teacher through consultation with the Program Coordinator.
- ✓ In each module the exam period will consist of three days.
- ✓ There will be one, three hour session starting at 9:00 am and one, two hour session starting at 12:40 pm each day.
- ✓ Morning Exams are not to go past 12:00 pm and afternoon exams are not to be extended beyond 3:00 pm.
- ✓ Students who arrive late will be expected to complete their exams in the identified exam time period.
- ✓ Any student who misses an exam, must provide medical documentation.