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## Examinations for Athabasca University Staff Members Policy

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### Effective Date

November 1988

### Purpose

Within the institution, there are many staff, tutors, and faculty members who, in the course of their normal duties, have access to the examinations which are routinely used to test students.

If such a staff or faculty member were to register in a course and undertake the normal examination he/she may have an unfair advantage over other students in that he/she could have an insight into the examination composition. Such an advantage might permit the student to obtain an artificially inflated grade and thus call the integrity of the examination and the examination procedures into question.

### Definitions

N/A

### Policy

Any staff or faculty member who is taking an Athabasca University course shall be required to write a special version of the examination.

### Regulations

N/A

### Procedure

1. Faculty, tutors, and staff members working in a particular faculty shall be required to request a special version of examinations for all courses within their faculty to which they have access, as identified by the Program Director.
2. All Athabasca University Library staff who have access to examinations, and all staff members in the Athabasca University Learning Centre-Edmonton, the Office of the Registrar, or the Athabasca University Learning Centre-Calgary shall be required to write specialized versions of all examinations.



3. In order to allow time for the preparation of the specialized version of the examination, students must allow the Office of the Registrar a minimum of one month's notice prior to the examination request (write) date. To facilitate unrestricted progress in their course, the staff or faculty members falling under this policy may request the preparation of special examinations for all examinations in the course at any time after the course start date.

**Approved By**

Deans/Registrar Workgroup - 02 November, 1988

**Amended Date/Motion No.**

November 1996 (Reviewed)

**Related References, Policies and Procedures**

[Staff Tuition Allowance Policy](#)

**Applicable Legislation/Regulation**

N/A

**Further Information Responsible Position/Department**

Coordinator, Registry Services