

## Final Examination Procedure

Final examinations at Rosedale Academy are normally conducted via the Internet, and under the supervision of an exam supervisor. **Students must complete and submit all course requirements to their teacher prior to booking their final exam.** Course requirements include but are not limited to:

- assignments
- tests
- discussion forums
- the student learning log.

Students must submit an application for final exam at least 5 business days prior to their desired examination date.

### Exam Supervision Criteria

The final exam has to be a supervised exam. A supervised exam is one that is overseen by an impartial individual, the Exam Supervisor, who monitors and supervises a student while he or she is taking the final exam. The Exam Supervisor ensures the security and integrity of the exam process. Rosedale Academy students must fulfil their responsibilities in arranging and taking a supervised final exam.

#### Acceptable Exam Supervisor

- A qualified exam supervisor should be an Ontario certified teacher (OCT) or guidance counsellor, or for international and out of province students, a teacher with a valid teaching certificate in the province or country where the exam is being written
- If none of the above is available, an appropriate exam supervisor could be librarian in public library, a college or university official; an administrator in a testing centre; or a registered professional such as a lawyer, doctor, professional engineer, minister, registered nurse, chartered accountant etc.

#### Unacceptable Exam Supervisor

- Any relative (adoption included), any relative through marriage, friends, neighbours, and so on.

The principal will approve exam supervisors who are not known to the staff of Rosedale Academy.

## Examination Request Form

Name of student

Course Name

Course Code

Course Requirements Complete    Yes                      No

Location where exam will be written

Date exam will be written

Name of Approved Supervisor

Email address of Exam Supervisor

Phone number of Exam Supervisor