

## **Satellite MScPT Written Exam Policy**

### **Background**

Exams will normally be held concurrently for all cohorts, Augustana, Calgary, and Edmonton MScPT cohorts through eClass online. This will ensure fairness and equality in all examinations for all cohorts. When an examination is not completed online, the follow procedure must be followed:

### **Procedure**

1. Prior to a written evaluation, the course instructor will discuss the specifics of a written exam with the Satellite Coordinator.
2. Five working days prior to the date of the exam the instructor shall either email the exam to the Satellite Coordinator or arrange for pick-up of hard copies.
3. During examinations which are held outside of video-conferencing equipped classrooms (e.g. CH 2-44), the exam invigilator and the Satellite Coordinator will be connected electronically (by cell phone and/or email) so information such as changes to the exam questions or student questions about the exam, can be exchanged in a timely manner.
4. Exams completed by Satellite students will be returned to the MScPT Academic Assistant by the Satellite Coordinator.