

OP9800 ORGANIZATION OF EXAMINATION SESSIONS

Records documenting the scheduling and organization of the administration of student examination sessions at the University.

Includes the coordination of physical space, resources, dates, and times, for the purpose of creating exam timetables for each academic term or session.

Also includes provisions for timetable conflicts, and special arrangements for students unable to write exams due to extenuating circumstances.

Not used for student evaluation.

Not used for course timetabling.

Not used for the development of examination questions.

Not used for the records of the Senate Subcommittee on Examinations.

Example documents: Exam timetable drafts and final schedules, documentation of exam conflicts and special arrangements, correspondence etc.

Correspondence includes paper, email and other electronic communication.

OPR - University Registrar

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Exam Planning and Timetable Files	ET + 1	2	D	PIB
<i>ET Definition: Exam session complete.</i>					
31	Exam Conflict / Special Arrangements Files	ET + 1	0	D	PIB
<i>ET Definition: Exam(s) completed by student.</i>					

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank