

EXAMINATIONS IN THE SCHOOL OF PHYSICAL & OCCUPATIONAL THERAPY

General Information

Please refer to Examinations: General Information and to the Policy on Assessment of Student Learning (PASL) (available on the Secretariat website).

Final Examinations

Grades for final examinations and final course grades are presented to and approved by the Occupational Therapy Promotions and Review Committee (OTPRC) or the Physical Therapy Promotions and Review Committee (PTPRC). No evaluation, examination mark, etc., shall be considered final until passed by the OTPRC or the PTPRC.

Following the committee meetings, final grades will be made available on Minerva. A grade is not final until it is recorded on a student's official transcript.

Please refer to the Rules and Regulations document updated annually at Occupational Therapy or Physical Therapy and to the McGill Exams site for important information regarding final examinations.

Please also refer to Academic Integrity, Standards of Behaviour and Code of Conduct, and the Office for Student Accessibility and Achievement.

Interim Class Tests and Mid-Term Examinations

Students will be informed of all course requirements by the end of the first week of lectures. Members of the teaching staff may give interim class tests if they consider them necessary. At the beginning of the course, students will be advised when class tests will occur and the means of evaluation. The timing of the class tests is at the discretion of the professor. In-term assessment tasks must not have due dates scheduled in the last 10 working days of classes as specified in the University Calendar, except for: take-home assessment tasks (such as essays, papers, examinations, problem sets, and lab reports) if the questions, topics, and/or instructions are given to students in advance (at least 15 working days before the end of classes); and assessment tasks worth 10% or less of the final course grade.

Mid-term examinations are generally given close to the middle of the term. Make-up examinations follow the same rules as for class tests.

Absences from mid-term exams, required lab work, or inter-professional education sessions must be approved by the Program Director or a delegate. The student may be required to provide written documentation or additional information, as appropriate, before approving the absence.

Supplemental Examinations

Supplemental examinations may be permitted by the OTPRC or PTPRC and are examinations taken as a consequence of a failure or

unsatisfactory outcome in a course. The timing of the supplemental examinations for failed Fall term and Winter term courses with the designation of OCC1, PTH, or POTH will be determined by the course instructor and may be held within 30 days of the posting of final grades, if feasible, or during the official supplemental examination periods. Supplemental examinations for Fall and Winter term campus courses are written during the official supplemental periods in March and August; for more information, see the Exams website.

It should be noted that the supplemental result will not erase the failed grade originally obtained which was used in calculating the GPA. Both the original and supplemental marks will be calculated in the GPA and CGPA. For more information, please refer to the School's Rules and Regulations at Occupational Therapy or Physical Therapy, and to Supplemental Examinations.

Deferred Examinations

Students—who for serious reasons such as valid health reasons or family or personal crises, have not written one or more examinations—may receive the permission of the Program Director or a delegate to defer the examination to the next deferred examination period. Students must apply for deferred exams on Minerva. The student may be required to provide written documentation or additional information, as appropriate, before the deferral is approved. The Student Affairs Office and the Program Director or a delegate must be informed by the student as soon as possible after the examination of the reason for their absence from the examination, and the supporting documentation must be received no later than one (1) week after the examination date, as applicable. Please refer to details in Rules and Regulations at Occupational Therapy or Physical Therapy; also refer to the McGill Supplemental and Deferred Exams page.

No supplemental examinations are available for students who did not receive the required passing grade in a course after writing a deferred examination. Such students must, with the permission of the OTPRC or the PTPRC, either re-register in the same course in the next term when the course is offered (in the case of all required program courses), or in an approved substitute (in the case of failure of an elective/complementary course).