

DEDUCTION FOR TYPING OVER THE ALLOTTED EXAMINATION TIME

Where a student continues to type over the allotted examination time, for each or any part of the first five minutes, including the first minute, the student will lose five percent (5%) of the maximum possible value of the examination. The student will lose an additional three percent (3%) of the maximum possible value of the examination for each subsequent five minutes or part of each subsequent five minutes in which the student types over the allotted examination time.

No such deduction will apply where the overage is no more than one minute.

Example 1: An examination worth 100 possible marks that is submitted 5 minutes over the allotted examination time will lose 5 marks. The same examination submitted 9 minutes over the allotted examination time would lose an additional 3 marks for a total mark loss of 8 marks.

Example 2: An examination worth 60 possible marks that is submitted 5 minutes over the allotted examination time for which the student earned a mark of 45 out of 60 possible marks:

Convert maximum value of marks to be out of 100.

$$45/60 = 75/100$$

$$5\% \text{ of } 100 = 5$$

$$75 - 5 = 70$$

$$\text{Final grade on exam} = 70\% \text{ or } 42/60$$

Any typing done before the end of the 10 minutes preparation time will be added to the calculation of an overtime penalty.

Example:

The allotted time for the exam is 10 minutes preparation time from 8:50am - 9:00am, and 3 hours exam reading and writing time from 9:00am – 12:00pm. Students can access Canvas at 8:50am and are given 10 minutes to print and/or download the exam questions with the Exemplify password on the cover page. Students are not permitted to begin typing in Exemplify until 9:00am. If a student begins typing, for example, at 8:55am, the end time for that exam will be 11:55am. The overage penalty will be applied if the student types beyond 11:55am.