



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: INDUSTRIAL TRADES – REWRITES

<b>Procedure No.</b>	AC-117-PR	<b>Division</b>	Academics
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policies</b>	AC-117; SS-202 SS-207; SS-213 SS-217	<b>Effective Date</b>	November 4, 2016 (R2)

## PROCEDURE

### 1.0 Definitions

#### 1.1 Rewrite

Administering of an alternate final evaluation in a specific course.

#### 1.2 Intervention

A process to develop options for student success. Proactive retention activities, including Academic Advising, will happen throughout a student's college experience, starting from initial registration and continuing to graduation. The goal is to provide the student with early positive and effective intervention, if required, such that the student has no need to avail of the Rewrite of Examination policy.

#### 1.3 Excused Absence

Absence the student has discussed with the instructor and the instructor is satisfied the student has provided sufficient information and supporting documentation (where appropriate).

#### 1.4 Unexcused Absence

Absence the student has not discussed with the instructor and/or cannot provide supporting documentation.

### 1.5 Supporting Documentation

Documentation from a professional or professional organization either internal or external to College of the North Atlantic.

### 1.6 Passing Grade

The passing grade in Industrial Trades courses, which includes the Industrial Trades related courses, is 70% in both Theory and Practical, as stipulated in the Plans of Training (POT) issued by the Department of Advanced Education, Skills and Labour – Institutional and Industrial Education Division, Provincial Apprenticeship and Certification Board.

### 1.7 Number of Rewrites

The number of rewrites allowed is by semester, not by course. (i.e. a total of two rewrites are allowed in the fall semester, not two rewrites per course in the fall semester).

### 1.8 Course

A course refers to any of the numbered courses listed for the Industrial Trade programs in the College calendar, or as listed in the Plans of Training (POT) issued by the Department of Advanced Education, Skills and Labour.

## 2.0 Criteria

Criteria for this policy require the student to obtain a score of at least 60% on the original final evaluation and their attendance must be at least 90%. The instructor must be satisfied the student has provided sufficient information and supporting documentation, where appropriate, to meet the attendance requirement. Attendance is calculated from the point of commencement of the course until the original final evaluation in that course.

Students who do not meet the criteria for a rewrite will, with the instructor's guidance, follow the College process for Academic Advising. This process will ensure the instructional coordinator, in consultation with the appropriate student services personnel, instructor, academic advisor and/or campus administrator (if required), will determine if the student proceeds, as described in Section 4.0. Students have the right to appeal decisions, as per CNA policy SS-213.

## 3.0 Timelines

Because of course prerequisite requirements and in the interest of not falling behind in the program, all interventions will take place as soon as possible and a rewrite, if required, will be administered within five (5) business days after the date of the original final evaluation.

**4.0 Procedure for Students Who Meet the Criteria for Rewrite**

1. The instructor and student will review the exam.
2. The student will request a rewrite by completing the required documentation.
3. The instructor will determine if the student is eligible for a rewrite based on the above criteria.
4. The instructor will provide the student with a review assignment. This assignment does not have an assigned value but is a requirement of the rewrite policy.
5. The student, with the instructor's guidance, will complete an oral review of the assignment.
6. The instructor will determine if the student is ready to write the exam.
7. The student will rewrite the exam if deemed ready.
8. If the student is not deemed ready, the instructor will follow the College process for continuous Academic Advising.
9. The academic advising process may result in a referral to a counsellor, to the Coordinator of Disability Services and/or to tutoring services. The Disability Services Coordinator, in consultation with the counsellor (if required), will determine if the recommended supports are needed and if the student is eligible for accommodations, as per CNA policy SS-207, Students with Disabilities.

**5.0 Procedure for Students Who do not Meet the Criteria**

1. Students who do not meet the criteria for a rewrite will, with the instructor's guidance, follow the College process for academic advising.
2. The instructional coordinator, in consultation with the appropriate student services personnel, instructor, academic advisor and/or campus administrator (if required), will determine if the student proceeds with Section 4.0.
3. Students have the right to appeal decisions, as per policy SS-213.

**6.0 Procedure for Students Who do not Request a Rewrite**

1. The instructor will inform the student of the consequences of their decision to not request a rewrite.

2. The instructor will refer the student to a counsellor following the College process for academic advising.
3. A student who has decided to take the rewrite will follow the policy as per Section 4.0.

### 7.0 Administrative Guidelines

1. Deficiencies that are pre-requisites for the next course have to be cleared before the final evaluation can be completed for the next course.
2. Unexcused absence or refusal to write a scheduled exam will result in 0% grade in that exam.
3. Excused absence for a scheduled exam is acceptable only when the student has discussed the absence with the instructor, and the instructor is satisfied the student has provided sufficient information and supporting documentation (where appropriate).
4. If the student does not achieve a passing grade in a course there is a requirement to repeat the course when available.
5. The mark obtained on the rewrite will be used to determine the final grade.
6. Number of rewrites -students may be eligible for a maximum of two rewrites during the fall semester; a maximum of two rewrites during the winter semester; and a maximum of one rewrite during intersession.

Approval History	
Approved by President	September 21, 2010
Revision 1	February 8, 2011
Revision 2	November 4, 2016