| University of Prince Edward Island | Policy Number: 0006 |
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| Policy Title: Assignments, Quizzes and Tests | Pages - 1 |
| Authority: Faculty of Nursing | Creation Date: February 1, 2005 |
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| | Review Date: January 2030 |

1. **Purpose**

To communicate clear and consistent expectations with regard to assignments, quizzes and tests (not final examinations which are governed by Academic Regulation 13).

2. **Scope**

All students enrolled in the baccalaureate and graduate nursing programs.

3. **Responsibility**

Faculty of Nursing

4. **Policy**

It is a program requirement that all assignments are to be completed and submitted.

The Faculty of Nursing follows the UPEI Academic Calendar and Regulations, including the Calendar Dates as outlined. Please note that course activities (e.g., quizzes, exams, assignments) can be scheduled at any time throughout the semester in accordance with the UPEI Calendar Dates. Students who are absent for any reason, including personal travel other than exceptional circumstances, will not have an opportunity to make up the missed activity.

a) Assignments:

Assignments must be submitted on time. Extensions may be granted by the course instructor or designate <u>only</u> under extenuating circumstances. Late assignments not previously approved by the instructor or designate will be penalized 3% a day, including weekends, for a maximum of 5 days. After that date, late assignments <u>will not</u> be graded and the student will receive a mark of zero.

b) Quizzes and tests:

Quizzes and tests must be completed by students as indicated in the course syllabus. Students who miss quizzes and tests because of unforeseen or extenuating circumstances must make an application to the course instructor to write the missed quiz or test within 48 hours of the scheduled quiz or test. Documentation to support the unforeseen or extenuating circumstances may be requested by the instructor. The revised date and time of the quiz or test will be determined by the course instructor. For situations outside of unforeseen or extenuating circumstances or if the student does not contact the course instructor within 48 hours of the missed quiz or test, a grade of 0% will be applied.

c) Completion of course requirements:

All late assignments, quizzes and tests, <u>must be completed and submitted</u> to meet course requirements.

d) Health and Safety Regulations:

No sharps or active medication are to be used for demonstration purposes during student presentations. Sharps acquired from the Learning Resource Centre, personal use, or acute or community settings will not be permitted during a presentation. Demonstration equipment that does not include sharps (e.g. demo auto injector, glass ampoules) or active medication will be permitted if assessed and approved by faculty.

5. **Review**

This policy will be reviewed January 2030, five years following its adoption and every five years thereafter.