

Responsibilities of the Faculty Member: Exams and Exam Procedures

Exams

A final examination period concludes the work of each term. All final examinations must be given during the examination period and within the hours designated. Examinations may not be given before the regular examination period. In some cases, an early examination may be approved by the instructor and the appropriate dean for exceptional reasons, such as for an academically oriented activity clearly related to the student's curriculum. For students enrolled in late afternoon or evening classes who cannot attend one of the scheduled examination sessions, instructors may schedule a specific examination session during the examination period. Faculty may elect to schedule final exams or to allow students to self-schedule their exams. All syllabi must state which of the two exam formats will be used in the course.

If for legitimate reasons a student must miss an examination during the examination period, they may, with permission of the instructor, be allowed to take it at a later date. If the instructor does not agree to a special examination, the student may appeal to the appropriate dean. Special examination times are set by the examiner concerned.

Examination Procedures for Self-Scheduled Exams

During the last week of the term, the instructor distributes examination envelopes to the students. On this occasion, each student indicates in the space provided on the envelope their name and the desired day and period for the examination and returns the envelope to the instructor. Any instructions necessary for the taking of the examination should be supplied in writing.

The time limit for the final examination is three hours. A student may take a maximum of one examination per session. All students are advised to spread their examinations over the entire examination period. Freshmen should spread their examinations over at least three days at the end of the fall and spring terms if they are taking the normal load of four regular courses. If they are taking more than four regular courses, they should use all four examination days.

The self-scheduled examination questions are to be distributed from the instructor's office, or from any other designated place, between 8:45 a.m. and 9:15 a.m. for the morning examination and between 1:45 p.m. and 2:15 p.m. for the afternoon examination. If a student does not pick up their examination during the scheduled time, they will need to reschedule it for another examination session. All students shall be entitled to the entire examination session for the completion of their examinations.

Examinations may only be taken in a classroom within the building in which the examination is being administered or in another place designated by the instructor. Students may not take an examination in a lobby, hall, or restroom. Adequate classroom space is reserved in each building for test takers. All students must have free access to the classrooms: "occupied" signs or locked doors are not permitted. They should take seats in such a way as to secure maximum privacy.

Students must take nothing with them into the examination room except the implements of the examination. In those cases where the instructors allow the use of additional materials, those materials must be specified on the examination.

The examination materials, questions, answers, and all scratch paper should be returned in the envelope to the instructor no later than 12:15 p.m. for morning examinations and 5:15 p.m. for afternoon examinations. This deadline must be observed.

It violates the Honor System for students to discuss examinations they have seen with other students during the examination period.

Faculty should be available to the students during the examination period. A schedule change can be made only with the permission of the instructor.

Examinations in certain courses employing audiovisual aids are specially scheduled. The student must take any of these at the time and place specified. A list of these courses is supplied by the Registrar. No manila envelope is supplied for these examinations.

The Faculty Senate has requested (4/22/76) that no committee meeting (except on the most urgent business) be scheduled during final examination periods.

Examination Procedures for Scheduled Exams

Faculty who are using scheduled exams must use the exam times allocated by the Registrar.

Students who have three or more scheduled exams during one day may petition the Associate Provost for Student Success to self-schedule any of the exams.

Any instructions necessary for the taking of the examination should be supplied in writing.

Closed Study Period

Closed Study Period will begin the day following the last class day of each term and continue through the end of the final examination period. During Closed Study Period, no campus events may be scheduled, and no coursework—that is, papers, tests, projects—may be required. Study or help sessions may be held during this time as long as they are completely optional and tutorial (with no new information presented).

Exemption of Seniors from Final Examinations

With the instructor's permission, Seniors in the last term of residence may be exempted from final examinations under the following conditions: the course must have adequate instruments, in the judgment of the instructor, for evaluation of the student's performance without a final examination. The student must have:

- A cumulative grade point average of at least 3.25; and
- An accrued evaluation of B or better in the course.

Such exemption does not relieve the student of any of the other academic or attendance requirements of the course.

Disposition of Examination Papers and Term Papers

Instructors must retain in their campus offices the final examinations and term papers not returned to the students through one full term succeeding the term in which these materials were submitted. If the instructor's employment is terminated, or if the instructor is absent or on leave, these papers should be turned over to the department chair prior to departure.