

## EXAMINATIONS AND ASSESSMENTS

**Policy Number:** 208

**Categorized:** [Academic](#)

**Responsible Office:** Chief Academic Officer

**Subject:** Requirement for examinations or other assessments

**Related Policies:**

**Procedures:** See below.

**Additional Information:**

**Effective Date:**

**Last Reviewed Date:** 07/06/2020

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### 1. Scope

This policy applies to all credit courses.

### 2. Policy Statement

Students are expected to take tests or complete other assessments at regularly scheduled times. In addition, every student is required to take a final examination, receive an appropriate evaluation instrument, or continue receiving instruction during the scheduled final examination period. Any deviation from the final examination schedule must be approved by the campus provost. Students have the right to review their final exam or other final assessment for one semester after the end of the term in which the final exam was taken.

### 3. Definitions

N/A

### 4. Procedures

- a. Students are expected to take tests and examinations at the regularly scheduled time; exceptions are to be arranged in advance with the faculty member.
- b. Tests and examinations should be kept in the personal possession of the teaching faculty or otherwise secured until the scheduled time.
- c. Each teaching faculty member is required to give a final examination, or provide an appropriate evaluation, or continue instruction during the scheduled final examination period. It is the faculty member's responsibility to consult with the academic dean concerning the method to be

used, reaching an agreement that is consistent with the content/concept of each course. Divisional files must contain copies of all such agreements.

- d. If this evaluation is a final examination, a minimum of 50 minutes of evaluation time shall be scheduled for each course, not to exceed a total of 150 minutes per course. Any exception must have prior approval by the requestor's Chief Academic Officer or designee.
- e. Faculty is required to keep the final examination papers, online exams, and evaluative instruments of students on file for one semester, in case any question arises concerning grades.

## **5. Authority**

VCCS Policy 5.6.1 Examinations