

Policy Procedure: Examinations and Assessments

Procedure Number: 208P

Contact Information:

Forms:

Last Reviewed Date: 07/01/2021

1. Students are expected to take tests and examinations at the regularly scheduled time; exceptions are to be arranged in advance with the faculty member.
2. Tests and examinations should be kept in the personal possession of the teaching faculty or otherwise secured until the scheduled time.
3. 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.
4. 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 campus provost.
5. 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.