

## Policy Title: Written Examinations

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### Purpose

A standardized examination policy will facilitate test taking.

### Policy

Examinations will be given over a specified period of time. Students are expected to be present for all exams. Students arriving after the start of the examination will have only the time remaining to take their exam. No other student will be admitted to the examination room after the first completed examination is turned in.

Students are to turn in their examinations and answer sheets at the completion of the specified time period. Failure to do so will result in a zero (0) on the examination with no make-up allowed. Scantron answers are the only answers that will be considered in multiple choice examinations.

Students are held responsible for the content of the entire course. It is the responsibility of the student to consult individual course syllabi for the instructor preference/instructions regarding examination procedures and any other policies related to examinations or grading.

Only non-programmable calculators without covers and #2 pencils are allowed to be with the student during the examination. Students must either lock their belongings in their lockers or leave belongings in the front of the classroom. All cell phones and pagers must be turned off during the examination period.

If extenuating circumstances prevent a student from attending a scheduled exam, the student may be excused at the discretion of the instructor. An excused absence is an absence from the scheduled as the result of illness of the student or significant other, religious holiday, or the result of an unforeseen environmental catastrophic event. If so, directed by the instructor, the student must bring a written excuse from the professional health care provider.

If the student has an excused absence from an exam, the instructor has the option of requiring a make-up exam or increasing the percentage that another exam is worth. It is the responsibility of the student to consult individual course syllabi for instructor preferences. All final exams are mandatory. Any missed final exam with an excused absence will result in an incomplete grade until the final exam is taken.

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### Procedure

In the event of an imminent absence, the student will:

1. Notify the instructor prior to the exam to request an excused absence.
2. Additionally, contact the instructor within 2 days following the examination regarding the missed exam.
3. Failure to do the above two procedures constitutes an unexcused absence.
4. An unexcused absence will result in a zero for that exam (consult individual course syllabi for further clarification).