

April 2010

**Final Examination Guidelines
from the Academic Standing Committee**

These guidelines are meant to uphold the purpose of the final examination period as a special time following the end of classes during which students study for and complete substantial, often cumulative, course work. Faculty cooperation with these guidelines will help protect students from the undue burden that can result from deviations from the official final exam schedule. Exceptions to these guidelines should be carefully considered, checked with Faculty Regulation C.15, made in consultation with the Dean of the College, and clearly communicated to students from the beginning of the term.

1. Course syllabi should indicate whether there is a final examination or final assignment in

permissible as these keep to the spirit of allowing students to prepare for final exams. Honors examinations may— *if the student is enrolled for Honors course work in that term*—be scheduled for a particular slot in the exam period that the student has open.

6. When scheduling students to participate in non-traditional end-of-course experiences (e.g., take-home exams, oral exams, final presentations), faculty should take into account that students have other examinations in the three-day final exam period. In the case of take-home final exams, faculty should consider giving students a set number of hours for completing the exam or making the take-home exam due on the last day of the entire three-day exam period. If students are expected to spend more than three hours to complete a take-home exam, they should probably be given the exam at least one or two days before Reading Day. In the case of oral final exams or final presentations, faculty should consider devising a blind selection system for determining the order in which students are scheduled so that there is no real or perceived sense of faculty giving preference.

7. Students who present proper documentation to the Center for Teaching and Learning may require accommodations for taking an exam at an alternate place or time or in an alternate manner. If the student states that he or she requires academic accommodations for an exam, contact one of the CTL staff members. (Note: This certification should be in place well before the actual examination period arrives.)