

Article III. Examinations

Section 1. Rules for the Conduct of Examinations

The responsibility for supervision and regulation of examinations rests with the instructors of the classes examined. The instructors shall make clear to the class the conditions of the examination.

Section 2. Cheating in Examinations (See Ch. IV, Art. IX)

Section 3. Evaluation of Students

a. Methods of Evaluation

- 1) Each instructor shall provide for the adequate evaluation of the work of students in each of his or her classes.
 - a) It is expected that this will include a final evaluative exercise unless the instructor deems it impractical or unnecessary.
 - b) A variety of evaluative exercises may be used which include but are not limited to written or oral examinations, take-home examinations, papers, and oral reports.
 - c) In all cases the students in the class shall be informed of the methods of evaluation at the beginning of the course.
- 2) The instructor of each course intending to administer a final evaluative exercise is required to inform the Registrar in order to facilitate the preparation of an accurate final examination schedule and classroom assignment. .

b. Absence from Final Examinations

- 1) A student for whom a grade of I (incomplete) was authorized because of absence from a final examination may take such an examination at a later date. (Ch. IV, Art. IV, Sec. 2.) A student who misses a final examination and has no authorized incomplete may not take such an examination at a later date, and the instructor shall determine his or her grade for the course without the final examination.
- 2) Final examinations for authorized incompletes may be administered off campus at the discretion of the instructor.

c. Time Limit of Examinations

No student shall be allowed more than three hours for a final examination.

d. Scheduling of Final Examinations

Final examinations shall be given in accordance with an official schedule.

- 1) No examination shall be given at a time other than that originally designated in the official schedule.
- 2) Instructors of arranged courses shall schedule final examinations in these courses during the final examination period at times not conflicting with the student's regularly scheduled examinations.

e. Standards of English Usage in Written Work

The following statement shall be understood to apply to all written work in all departments: The student will be held responsible for his or her punctuation, spelling, diction, and sentence structure. A notable deficiency in these matters will result in a lowered grade.

Section 4. Senior Assessment in Major (See Ch. IV, Art. VI, Sec. 6.)