

EXAMINATIONS AND TESTS

1. General Tests and Examinations

Instructors are encouraged to give frequent tests and examinations in order that the student and instructor may have a continuous evaluation of the student's work.

2. Mid-Semester Examinations

There is no general faculty policy regarding mid-semester examinations.

3. Guidelines for Final Examinations

A. Examination period for Fall and Winter Semesters:

- (1) The period assigned for the final examination of a class must be used either for an examination or for the continuation of the instructional program of that class.
- (2) Saturday classes have their examinations during the last regularly scheduled class period.
- (3) Evening classes have their examinations during the last class period. This may be during the regular examination schedule.
- (4) Students scheduled for more than three examinations on the same day shall have the examinations in excess of three rescheduled for another time during the examination week.

B. The Office of the Registrar is to make out a schedule of two-hour examinations in such a manner as to spread the schedule throughout the entire week. Instructors are to adhere to the schedule as set up.

C. Instructors wishing to have two or more sections of the same course write their examinations at one time may request such arrangements by furnishing the Office of the Vice President of Academic Affairs with an alphabetical list of names of students involved prior to the publishing of the schedule.

D. During Spring and Summer Sessions there is no regularly scheduled final examination period.

Academic Senate
February 19, 1973