



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Final Examination Policy

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

Previous Policy: [Bloomsburg University PRP 3516]

1. Purpose

This policy ensures that examinations and evaluative assessments are administered in a manner that accurately measures the achievement of course objectives. Additionally, the policy ensures students' rights to a reasonable and transparent schedule that supports their ability to demonstrate their achievement of the course learning objectives.

2. Scope

Commonwealth University of Pennsylvania students, faculty and staff.

3. Definitions, Roles and Responsibilities

3.1. Definitions

- 3.1.1. **Examination:** Examinations, whether in-class or out of class, are evaluative assignments used to assess students' learning, to include traditional written examinations or oral exams.
- 3.1.2. **Final Examination:** An end of semester examination covering course material from multiple units over the duration of the semester or session and/or which serves as a final evaluation of student performance in a course.
- 3.1.3. **Evaluative Assessments:** Evaluative assessments are activities used to assess students' learning over the course of the semester, to include term papers, laboratory or project reports, studio projects, or presentations.

3.2. Roles and Responsibilities

- 3.2.1. The Registrar's Office creates the final exam schedule and posts it as part of the Academic Calendar.



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4. Policy

- 4.1. The Final Examination Schedule shall be posted to the Academic Calendar page of the University website no later than four calendar weeks prior to the first day of classes for the upcoming term.
- 4.2. Final examinations and evaluative assessments (with the exception of laboratory examinations) are prohibited during the fourteenth week of the semester. Quizzes and narrowly limited tests in support of classroom instruction are allowed during Week 14.
- 4.3. Final examinations are to be given according to the published final exam schedule.
 - 4.3.1. Regularly scheduled final examination periods shall be 120 minutes in length.
- 4.4. Take-home exams and evaluative assessments shall be due no earlier than the assigned date/time for the course on the Final Examination Schedule.
- 4.5. No instructor may change the time or date of a final examination without permission from the Dean of their college. When necessary, exceptions may be granted to this policy with the approval of the Dean of the instructor's college.
- 4.6. For asynchronous courses, due dates for final examinations and equ assessments shall be published on the course schedule before the end of Week 1 of the semester. Final exams shall be during final examination week.
- 4.7. Final exams must be given in the same format (ex: in-class, online, or oral exam) to all students enrolled in the same course section irrespective of campus or modality.
- 4.8. No student may be required to take more than two final examinations on the same day. If more than two final examinations are scheduled, the student may request a(n) examination(s) be postponed as outlined in the procedures. Final examinations that are postponed should be taken at a time and place mutually agreeable to the faculty member and student but no later than the close of the final examination period.
- 4.9. Students may request a postponement for a final examination or request an alternative due date for an evaluative assessment for absences excused under the University Attendance Policy (XX-XX). In these cases, faculty members will offer a makeup examination without penalty in a reasonable manner at a time agreeable to the instructor and student. Students must provide documentation before absences can be excused. If a student is unable to complete the course requirements before the end of the grading period, an incomplete grade may be assigned (See Incomplete Grade Policy xx-xx)
- 4.10. If no final examination or evaluative assessment is given, final classes must meet and follow the published final exam schedule. Quizzes and limited tests may be given during the final examination period as part of a scheduled class session in Week 15.
- 4.11. Written final examination instruments will be retained by faculty members for a full semester and made available to students upon request.
- 4.12. During Summer, Winter, and Special Sessions, the last class period of each course shall be designated as the final examination period with the time period for the examination not to exceed the length of the class period unless the arrangements have been worked out in advance and announced at the first meeting of the class. For asynchronous



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courses during such sessions, final examinations should be due on the last day of the course.

- 4.13. In the case of non-compliance with the provisions of this policy, a student has recourse to grievance procedures as set out in the Academic Grievance Policy (CU XX-XX).

5. Procedures, Standards, and Guidelines

5.1 If a student has a scheduling conflict during final exam week resulting in an excessive number of examinations on one day, the student should

5.1.1 Attempt to resolve the problem informally by asking for an alternative date from their instructors.

5.1.2 In cases where the student cannot resolve the issue informally and more than two exams remain scheduled for the same day, the Dean of Undergraduate Studies shall decide which exams should be moved to an alternative date and time.

6. Compliance and Enforcement

6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.

6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

7.1 Supporting Documents

7.1.1 [Include title of supporting documentation here.] [\[Link\]](#)

7.2 History

7.2.1 [Indicate whether the policy is a new policy, or whether it supersedes an existing policy. Include the effective date of the original policy as well as the date(s) of any subsequent amendments (if known).]

7.2.2 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]

7.2.3 Revised - [Date of Revision]

7.2.4 Next Review Date - [Date of Revision]

7.3 Related Policies - [Reference related policies]

7.4 Contacts for Additional Information and Reporting



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- 7.4.1 [Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]

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