Scope
All academic units on the Bloomington campus.

Policy Statement

Night Exams Timing of Exams
Night No examinations shall be scheduled for multi-section classes only at times when any student involved enrolled in the examination course has another regularly scheduled class at the same hour time. In addition, examinations shall not be given outside the regular class hours for the course without permission of the Vice-Chancellor/Vice Provost for Faculty and Academic Affairs, Vice Provost for Undergraduate Education, or, in the case of graduate student examinations, the dean of the school offering the course.

(Approved: Faculty Council 11/4/47, 10/1/63)

Final Exam Period/Free Week
There shall be a 5-day examination period at the end of each term. Exams must be given according to the schedule determined by the Office of the Registrar. It is the student’s responsibility to check the final examination schedule to determine the date and time of a particular final examination. The campus should take the last two days of the semester, which presently are devoted primarily to examinations, and combine these with the present departmental examination period of three days to constitute a final examination period of five days at the end of each semester.

The week prior to the exam period shall be free of major or final exams. A final examination period shall be instituted on the Bloomington Campus. No major or final examination, except for practical tests serving to conclude at the end of laboratory periods, may be required during the last week of class. Final projects, papers, or similar non-exam cumulative evaluation mechanisms, including those assigned in teams, may be due during free week or finals week provided they are specifically assigned in the class syllabus. Final examinations for course sections not scheduled to meet through the last weeks of classes (e.g., first eight-week classes) should be held during the last class meeting.

More Than Three Final Exams in One Day
In the event of more than three examinations in one day, the instructor/department of the fourth and subsequent exams for the examination scheduled for the fourth time slot, that instructor or that department is obligated to adjust the student’s examination schedule, time, provided the student concerned notifies them instructor or the department by the mid-halfway point of the semester.

The student may exercise the following options:

1. Take all final examinations as they are scheduled;
2. Consult with all instructors or departments giving the final examinations to determine if any make-up examination(s) is or can be scheduled (e.g., taking the final exam for a different section). If no make-up examination is available, the student must notify the instructor or department of the course scheduled for the fourth (and additional) final examination of the day before the halfway point of the semester. That instructor or that department will then be obligated to adjust the student’s final examination schedule.
Night Exams
Night examinations shall be scheduled for multi-section classes only at times no student involved in the examination has a regularly scheduled class at the same hour. In addition, examinations shall not be given outside the regular class hours for the course without permission of the Vice Chancellor/Vice Provost for Faculty and Academic Affairs.

(Approved: Faculty Council 11/4/47, 10/1/63)

Review of Examinations
All instructors in the University are to give opportunity for review of hour and mid-semester examinations in each of their undergraduate courses.

(Approved: Faculty Council 4/18/50)

Examination Files
Each head of a department in the University which has undergraduate students shall assemble, in the discretion of the several instructors, and transmit to the Director of Libraries, upon request by the Director, five sets of typical weekly or bi-weekly quizzes, hour and mid-semester examinations, and final examinations for all freshman and sophomore courses in the department, together with typical examinations for junior and senior courses.

(Approved: Faculty Council 4/18/50)

Absence from Final Examination
Students who anticipate absences from final examinations should discuss these absences with their instructors as soon as possible to make arrangements for the satisfaction of course requirements. Academic departments or schools may, at their discretion, adopt more specific guidance on this matter. The final decision in the dispensation of these matters is the instructor's.

Students who fail to attend or complete the final examination of a class or other closing exercise of the classes in which they are enrolled, and who have a passing grade up to the time of the final examination or exercise, should be marked incomplete only if the instructor has reason to believe the absence or non-completion was reasonable.

The report of marks for other students who are absent from final examinations or closing exercises is left to the judgment of the instructor. No instructor or officer of the University will excuse any such absence in advance. If earlier examinations are requested in emergencies, written permission must be obtained from the Dean of the School in which the student is enrolled.

The student who is absent from or do not complete a final examination for reasonable circumstances, must contact the instructor or, if unable to contact the instructor, the Dean of Students Office immediately, and in all instances prior to the instructor’s submission of final grades (usually 72 hours after the scheduled exam), in order to avoid the possibility of an “F.” If the instructor determines that further evidence is necessary to confirm that the absence or non-completion was beyond the student’s control, the instructor may temporarily assign a grade of Incomplete and direct the student to work with the Dean of Students Office to verify and document the reason for the absence lack of completion. The final decision on the grade remains the instructor’s, is required to make upon one of the blanks furnished by the Office of the Dean of Students a written statement of the reason for his or her absence, to show this statement to each of his teachers in courses for which he was absent from the final examination or other closing exercise, to receive the signature of each thereon, and to file this statement so signed with the Dean of Students. The Committee on absence will notify the instructor regarding its decision on the excuse.

(Approved: Faculty Council 1/20/1948)

History

Approved: Faculty Council 11/4/47, 10/1/63, xx/x/19