FINAL EXAMINATION POLICY

Insofar as is practicable, a final examination is regarded as part of the regular work for undergraduate courses. In courses for which a final examination would serve no useful purpose, a term report, essay or personal conference may be substituted; work on the substitute exercise may take place during the final examination period.

Final examinations may be given only during the final examination period at the end of each term. Examination schedules are prepared and distributed by the Registrar. Faculty members may exempt from the final examination students whose work is of high quality. Conditions governing exemptions are determined by the department of the school/college/division concerned. No final examination may be held in the week immediately preceding the official examination period. This does not exclude the giving of written lessons, quizzes or papers when such exercises form a regular part, week by week, of the work of the course. Faculty members must provide an opportunity for students to review their examination.

Students are expected to take no more than two final exams in one day.

1. If a student has three regularly scheduled examinations in one day and one of these is a common or department exam, the department exam takes precedence.
2. Second preference is given to an examination scheduled in the 6 p.m. to 10:15 p.m. time block.
3. In the event that a student has three examinations scheduled in one day, it is the responsibility of the instructor scheduled for the latest day examination time (between 8 a.m. and 5:30 p.m.) to provide the make-up examination.
4. In all cases, the common or department examination will take precedence.

If any students require a make-up exam, it is the faculty member's responsibility to administer it. Arrangements may be made between the faculty member and the student, or it may be administered during the make-up exam period.

(The final exam schedule, including the designated make-up period, for each semester is posted on MyQ.)