



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 34.10: Final Examinations

DATE: March 31, 2011

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and standardized procedures concerning final examinations.

REVIEW: This OP will be reviewed in March of odd-numbered years by the director of Academic Support and Facilities Resources and the senior vice provost with recommended revisions presented to the provost and senior vice president (PSVP).

POLICY/PROCEDURE

1. The final examination policy is as follows:
 - a. Five days are to be scheduled for final examinations at the end of each long semester, fall and spring. Two days are scheduled for finals at the end of each summer semester.
 - b. A 2 ½-hour period of time is to be available for administering individual final examinations. Within the time period, instructors may limit the time of a given exam by prior announcement.
 - c. Individual faculty members determine whether a final examination or some other summary submittal or performance is appropriate for the course being taught. Departmental objectives, student welfare, and faculty responsibilities should be considered in reaching this decision. Faculty members make the final decision about whether or not to give a final exam unless there is a departmental exam for that course, in which case the departmental exam will be given.
 - d. Individual faculty members decide whether student exemptions from a final examination are appropriate.
 - e. All faculty members giving final examinations must adhere to the printed scheduled time and room assignment unless granted permission to deviate from the official time by the departmental chairperson, the dean, and the office of Academic Support & Facilities Resources (ASFR). Faculty members should wait for approval from ASFR before announcing an alternate examination procedure to the students.
 - f. Examinations, other than **bona fide** make-up examinations, are not to be given during the last week of classes. Courses wherein lab examinations and design studio reviews are normally scheduled the week prior to finals are excluded from this policy. For summer sessions, two days before final examinations will be set aside as days of no examinations, except for administering bona fide make-up or lab examinations.
 - g. No extracurricular activities of any kind may be scheduled within individual study day and the final examination period without the written permission of the PSVP.

- h. Days of no classes are designated as study days and no class review sessions, make-up exams, etc., may be scheduled then or during final exams.
 2. As a matter of clarification, the "last week of classes" is defined as the last five class days prior to "individual study day" and the first day of final examinations, or the last two days in the summer session.
 3. During the two long semesters, an "individual study day" will be scheduled before the first day of final examinations
 4. A departmental exam, or common exam, covers several sections of the same course taught by different instructors for the purpose of establishing a uniform scale of achievement. Departmental, or common exams, are scheduled through ASFR with the following guidelines:
 - a. Multiple section courses (courses with two or more sections in a semester) may schedule a common final with approval from the department head, dean, and ASFR.
 - b. Multiple sections of a class taught by the same instructor are not eligible to give common examinations unless they are part of a course taught by more than one instructor.
 - c. Common finals for each course scheduled must administer the same common exam to all sections of the course.
 - d. Room accommodations will be made according to the total number of students enrolled in the course for that term and not on a section-by-section basis.
 5. Note: There is no university policy that provides relief to students who have three or more examinations scheduled the same day; in that situation, students may seek the assistance of the course instructors, department chair, and/or dean of the college.
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