

## UNDERGRADUATE COUNCIL

April 29, 2016

### Policy Clarification: Scheduling of Examinations

Mid-Term and Final Examinations are common assessment practice in many undergraduate courses. This document is to clarify policy around the scheduling of exams outside of normal class or exam times, and how conflicts between exam times are to be handled. These clarifications are necessary to provide clear guidance to departments and faculty on their obligations regarding exams, and to ease burdens on students who experience conflicts between exam times.

Currently, only Final Examinations are addressed in existing policy. This document also adds language to current policy to address Midterm Examinations.

## FINAL EXAMINATIONS

The Undergraduate Council affirms the existing final examination protocols at (<http://registrar.uoregon.edu/calendars/final-exam-schedule>) and emphasizes the following language:

“Final examinations must be given during the scheduled final examination period. Faculty legislation prohibits the early administration of final examinations. Final examination week is considered to be a part of the regular term, and to end the term prior to its scheduled date reduces instructional days to which students are entitled.”

The Undergraduate Council affirms the following policy on resolving conflicts between final exams and emphasizes that it is the responsibility of the instructor to provide students with an alternate examination when scheduled final examinations conflict with each other:

“Students who are scheduled for more than three examinations within one calendar day may take the additional examination later in the week. The instructor of record for the course beyond the third examination, counting in the order the examinations are scheduled, will arrange for a makeup examination.

In the event that a student is scheduled for two or more exams at the same time, the following policies assist with resolving the conflict:

- For regular courses with examinations scheduled at the same time, the course with the largest enrolment must provide an alternate examination;
- For conflicts between regular courses and combined examinations, the combined examination course must provide the alternate examination;
- For combined examinations with conflicts, the largest combined enrolment course must provide the alternative examination”