

First Reading: November 1, 2019

**Motion to Amend Common Hour Exams
Proposed Language**

3.7 Quizzes and Examinations

3.7.1 General Conduct

Except as noted below, all examinations and quizzes worth more than 10% of the final grade are to be proctored by individuals designated by the course instructor. There shall be present in the room where the examination or quiz is held at least one proctor for every fifty students or fraction thereof.

All quizzes and examinations given during the regular semester (except where noted below) must be scheduled to start and be completed within the 75 minute time block associated with the regular class meeting time as determined by the Registrar, with the exception of students with documented disabilities. The instructor may at his or her own discretion, give take home quizzes and examinations without proctoring, provided the students have been fully apprised of their responsibilities.

In all quizzes and examinations the students are arranged so that they are separated to the greatest extent possible in a given room.

If any student, at any quiz or examination, is found using or attempting to use any unauthorized book, paper or other article, or assistance from a fellow student, or any other unfair or unlawful means, such being intended to deceive the person in charge of the exercise with reference to his or her work, the student will be reported to the committee on discipline for action. Whoever willfully gives assistance will be considered as responsible as the person who receives it.

The possession at any given quiz or examination of any articles not authorized by the course instructor will be regarded as prima facie evidence of a violation of the University Code of Conduct.

Conversation or other communication between students in examinations and quizzes is forbidden.

Other than make-ups for missed quizzes/examinations, no quizzes or examinations totaling more than 5% of the final grade shall be given during the last five full class days of each semester except in those laboratory courses ineligible for final examinations.

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3.7.2 Hour Exams

Four o'clock exams shall be scheduled by the registrar on appropriate dates in the fifth through the seventh weeks and in the ninth through the eleventh weeks of the semester. Four days during these periods will be assigned for exams. The four o'clock exam committee may add a fifth day if necessary. Four o'clock exams may not be scheduled for more than 75 minutes, with the exception of students with documented disabilities.

Priority for scheduling exams will be given to multi-section courses with greater than 100 enrolled students. Exams will only be scheduled for courses which offer a common exam. A single instructor may be assigned an exam time if that instructor's multi-section schedule has more than 100 students and other sections of the course do not qualify for an exam. If an undergraduate class does not qualify for an hour exam or if the instructor does not schedule an hour exam through this process then any exam must be given during the regularly scheduled class period, or a take-home exam may be used. In all cases of conflict, the course having the smallest number of students enrolled takes precedence. In cases of conflicts where the courses have the same number of students, the course which has the fewest sections shall take precedence for the first round of exams. The course which provides make-ups during the first round of exams will not be required to provide make-ups in the second round. The reverse will take place during the second round of exams.

Courses that refuse to provide make-up exams will be denied an exam schedule. It is recommended that courses with scheduled exams give students appropriate release class time, or use those two class periods for non-mandatory review sessions.

The four o'clock exam schedule shall be released by the registrar no later than the fourth week of instruction in any semester. The registrar shall not schedule four o'clock exams so they conflict with major religious holidays.

Note: the four o'clock exam committee is made up of the registrar and faculty representatives from each department proposing a course for exam scheduling. Each course requesting an exam may have a representative at the meeting.

Rationale:

The existing policy of common hour exams, has increasingly resulted in significant conflicts for students. While some conflicts (e.g., with scheduled classes) are resolvable through careful scheduling other course conflicts (e.g., some labs, theatre production classes and music instruction) are not so easily resolvable. In some instances, students were forced to drop a class as to resolve the conflict. Effectively, under the existing policy we are primarily asking students, often in their first semester of college to confront difficult choices regarding conflicts arising from the disruption to the regular routine of the semester.

For our students with extended-time accommodations, the common hour exam schedule causes a number of challenges for students and faculty. For example, for those with ADHD, whose medication normally wears off by the late afternoon, are required to sit for a common hour exam at the point beyond when their symptoms are being reasonably managed by their medications. Arguably, such a student could be asked to simply adjust the times they take their medications, however, if such a student has morning classes, then effectively we are asking the student to take a class without medications that allow them to be their most successful. Consequently, we are potentially disadvantaging such students by negatively impacting their ability to demonstrate their knowledge.