

(1) PROPOSED NEW TEXT

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.

The instructor may at their 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 their 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. Papers, presentations, and other graded assignments may be given during the last five days of classes.

(2) PROPOSED NEW TEXT WITH MARKUP

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.

The instructor may at their 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 their 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. [Papers, presentations, and other graded assignments totaling more than 5% of the final grade may be given during the last five days of classes.](#)

(3) ORIGINAL TEXT

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.

The instructor may at their 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 their 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.

(4) EXPLANATION FOR NEEDED CHANGE

The additional language is intended to clarify that this policy only refers to quizzes and tests totaling more than 5% of the final grade and that other types of graded assignments that total more than 5% of the total grade are allowable during the last five days of classes. This change conforms with current practice across a range of disciplines in which final examinations are not the primary mechanism for evaluating student work.

(5) EXPLANATION FOR WHY CHANGE ADDRESSES ISSUE

There was existing confusion among faculty around which type of graded work would be allowable during the five days of classes. This language explicitly confirms that papers, presentations, and graded work other than quizzes or examinations totaling more than 5% of the final grade may be given during the last five class days of the semester.

(6) PROPOSAL HISTORY

Jenna Lay, Vice Chair, Faculty Senate, revision based on FS feedback: September 23, 2025

Fathima Wakeel, Chair, Education Policy Committee, final revision: April 24, 2025

Educational Policy Committee discussion of revision: 10 October 2024, April 24, 2025

Educational Policy Committee discussion: 29 August 2024, 12 September 2024

(7) PROPOSED IMPLEMENTATION DATE

End of Fall 2025

(8) IMPACTS ON OTHER PARTS OF R&P

There should be no impacts on R&P numbering or cross referencing.