

## Motion to Amend Common Hour Exams, Revised Proposal

### 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 ~~his or her~~ **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 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.

### 3.7.2 **Common** Hour Exams

~~Four o'clock~~ **Common hour** 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~~ **common hour** exam committee may add a fifth day if necessary. ~~Four o'clock~~ **Common hour** 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 **common** hour exam or if the instructor does not

schedule a **common** 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 **between two exams**, the course ~~having~~ **with** 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 makeups 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, **and the course which provides makeups during the first round of exams will not be required to provide make-ups in the second round.**

**In cases of conflict between a common hour exam and a regularly scheduled course, the regularly scheduled course will take precedence, and faculty offering the exam must provide a make-up exam.**

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~~ **common** 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~~ **common hour** 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:** In its conversation about how to address concerns about common exams raised in our last Faculty Senate meeting (including, but not limited to: scheduling conflicts with courses, adverse impacts on student activities, adverse impacts on students needing accommodations or medications), the Academic and Student Affairs Subcommittee agreed that the question of whether to eliminate common exams is one that we must pursue. We seek to do so with care and thoughtfulness: rather than rushing a large decision in order to address a specific urgent need (scheduling conflicts with courses), we recommend a small emendation to R&P in advance of the spring semester, and the following consultative process with affected faculty and departments over the next two months:

- 1) Develop a brief white paper outlining current practice (how many common exams? For how many classes? For how many students?), persistent issues (conflicts, undue pressure on students, accommodations), and possible solutions (elimination, raising the enrollment threshold for common exam eligibility, test proctoring center, software for exam preparation).
- 2) Visit relevant departments, including math, physics, and economics, to discuss the issues with affected faculty, hear their concerns, and incorporate their suggestions.
- 3) Develop a proposal for the Provost's office: what would faculty need in order to eliminate—or significantly reduce—the number of common exams.
- 4) Revise R&P accordingly.