

Examinations

Throughout the semester, instructors are expected to monitor the degree to which their students are attaining the goals of the course. This may be done by performance examinations or other appropriate means (i.e., paper, projects, reports). Students should be kept informed of their standing throughout the semester. Instructors are encouraged to construct tests that accomplish the following:

1. Cover the important aspects of the course in relative proportion to the emphasis in instruction.
2. Measure the important outcomes and competencies of the course.
3. Assist the students to organize and synthesize their learning experiences in class.
4. Provide an appropriate range in question difficulty to differentiate among the various levels of student achievement.
5. Avoid the use of ambiguous questions and include a variety of test items.
6. Provide clear, complete, and concise directions.
7. Indicate to students the relative importance or weight associated with each item.
8. Promote development of writing skills through written responses to questions.
9. Promote development of “higher order” learning (i.e., analysis and synthesis rather than rote memorization of facts).
10. Approach testing as a positive learning experience.

Final Examinations

The College calendar schedules days at the end of the semester providing blocks of time for final examinations. During this time, classes will not meet except during their scheduled testing time. For some courses, a common departmental final examination may be mandated. Check with your colleagues or associate dean to determine if your department uses a departmental final.

If, for any reason, instructors believe that they should not follow the official examination schedule, they should discuss the matter with the associate dean before making any announcements to their class(es). Changes to the final exam schedule may result in room conflicts. Final grades should be reported according to the published academic calendar for each location. See [Grades](#)

Make-Up Exams

Student who have been absent from any test, exam, or final must petition the instructor to schedule a “make up” exam at the instructor’s discretion. Instructors are encouraged to note that “make up” exam policies may vary from division to division, and, therefore, should consult their respective associate dean for specific information and guidance.