

Examinations and Class Assignments Policies

Final Examinations

Final evaluation of students is to be based on classroom performance, quizzes, tests, examinations, reports, papers, etc. completed throughout the semester. The method of evaluation used will be given at the time of the last regularly scheduled class meeting. All final exams are to be given during "finals week."

Any student who must miss a final examination because of an emergency situation should contact the instructor within 48 hours after the scheduled time of the examination.

Examinations and Proctoring

Copy for examinations which are to be duplicated should be given to the faculty secretaries at least one week before they are needed.

All instructors of undergraduate classes will be asked to record a mid-term grade for only credit students who are doing failing academic work. This grade should be based on the instructor's evaluation of classroom performance and assigned work completed.

The final grade is based on the instructor's evaluation of classroom and other assigned work. Final exams should be given to the faculty secretaries for typing at least two weeks in advance.

Make-up examinations for those students who are unable to be present at regularly scheduled examinations may be arranged at the convenience of the instructor and the student, if the student shows proof that the absence was a legitimate one, and if the instructor considers the excuse given by the student one which warrants the giving of a make-up examination.

It is a teacher's obligation to require intellectual honesty among his/her students, particularly in connection with examinations. The teacher is responsible for careful supervision of all examinations and class exercises.

If a faculty member wishes to give an examination during a class period when he/she must be absent, arrangements should be made for a colleague on the faculty to supervise that examination. A secretary or student assistant should not be asked to proctor an examination in your absence. Generally, a colleague will be willing to "trade off" if you must be absent during the regularly scheduled class period.

Cheating and Plagiarism

Please refer to the Indiana University Code of Student Ethics regarding due process for academic misconduct.

Passed: Faculty Senate Handbook 12/95