

UT MARTIN: ACADEMIC AFFAIRS PROCEDURE

SUBJECT: Final Examinations

AUTHORITY: AVCAA

EFFECTIVE: April 22, 2015

PURPOSE: To clarify the requirements for administration and scheduling of course final examinations.

1. All faculty are expected to administer a final examination as a part of each course taught during the semester. The final examinations may take the form of:
 - An examination over content covered since the prior exam;
 - A comprehensive examination covering all content taught in the course;
 - A paper or essay written during the final exam time period; or
 - A take-home final exam, paper, or project write-up collected during the final exam period.
2. Scheduled times for final examinations are published on the final exam page of the Academic Records Web site, and the assigned time for the final exam should be published in the course syllabus. Faculty are expected to administer all final exams in the regularly scheduled classroom during the scheduled time period with the following exceptions:
 - Final exams for physical education basic activity courses will be given during the last regularly scheduled class meeting.
 - Courses with separate laboratory exams will give laboratory exams during the last regularly scheduled laboratory meeting.
3. Department chairs may request that the Registrar schedule a mass exam time in courses with more than four sections. When a mass exam has been scheduled, an instructor may NOT give the test at the regularly scheduled time if the class begins at 4 p.m. or earlier. The instructor will decide on the seating arrangement for the mass exams. For courses included in the mass exam times, faculty in all sections of the course must administer the final exam during the designated time. Courses included in mass exams shall be reviewed by the Registrar every five years.
4. Faculty requests to change the scheduled time for an exam should be submitted to the department chair in writing and requires approval from the chair and college dean. Changes in the exam time should not be made without considering the impact on all students enrolled in the section.

5. Individual students who wish to take a final exam at a time different from the scheduled time should submit the request in writing to the instructor. The request must be approved by the instructor and department chair.