



Policies and Procedures

TITLE: TESTS AND FINAL EXAMINATIONS

POLICY NO: 2-15

EFFECTIVE DATE: 05/06/91

VCCS POLICY NO: [5.6.1](#)

REVISED DATE: 12/04/07

I. Purpose:

To describe the policies of the college with regard to tests and final examinations.

II. Definitions: N/A

III. Policy:

Students shall be expected to take course-related tests at their regularly scheduled times and in the format and manner specified by the instructor. No exceptions shall be made without the permission of the faculty member for that course. If the student fails to appear for a test, it shall be the student's responsibility to contact the faculty member and make arrangements for a make-up test, at the discretion of the faculty member. Faculty members should state their policy for make-up tests in the course syllabi.

Classroom tests should be kept in the personal possession of the faculty member assigned or under security until the time in which the test is to be administered. Testing centers will follow procedures for storing and administering tests given in the testing centers that ensure the security of the tests at all times.

The faculty member in charge of the class shall be responsible for the direct supervision of a test given in the classroom.

Each faculty member shall be required to give a final examination, provide an appropriate evaluative instrument, provide an appropriate activity, or continue instruction during the assigned final examination period and consistent with the exam schedule.

In the event any questions arise concerning the grade for that evaluation or for the course, each faculty member shall retain the graded final exams or the evaluation instruments on file in electronic or paper format for twelve months from the date of administration.

All adjunct faculty shall submit a copy of each of their final examinations or evaluative instrument in paper or electronic format to the school dean at the end of each term.

IV. Procedures: N/A

TITLE: ABILITY-TO-BENEFIT ADMISSION

POLICY NO: 1-1

EFFECTIVE DATE: 08/16/90

VCCS POLICY NO: 6.0.1

REVISED DATE: 10/09/07

V. Other Information: N/A