

## **04.STU.02**

### **EXAMINATION GUIDELINE PROCESS**

(Revised January 29, 1999)

(Revision draft August 2005)

(Revised. COB Advisory Council November 11, 2006)

(Revision Approved by COB Faculty May 8, 2007)

(Reviewed April 2012)

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While the design and administration of appropriate examinations is the professional prerogative of each faculty person, the College of Business offers suggested guidelines for administering examinations. The guidelines are consistent with the College's mission to engage in "special concern for student learning."

Examination format should include parts that require students to demonstrative mastery of the skills associated with the College of Business and individual course learning objectives.

Examinations should be developed, administered, graded, and recorded by the faculty person. Assistance in scoring objective examinations and like materials is an obvious exception to this guideline.

Examination integrity should be assured through appropriate handling procedures.

Examinations for multiple section courses should generally be different enough to discourage student information exchanges.

Faculty must also make adjustments for examinations for qualifying students who are registered with the TAMUCC Disability Services Office. Academic adjustments are intended to provide equal access to, but may not fundamentally alter the nature or content of courses, programs, or activities. It is the student's responsibility to contact the instructor to discuss their accommodation needs for the class. Faculty should respect the student's right to confidentiality by limiting your discussion of disability or accommodations to private conversations with the student. It is the student's decision to share specifics about their disability. Disability Services will notify the faculty member for each qualifying student, and the faculty member will submit an electronic form containing the specific examination accommodations to the Disability Services office.

Faculty must adhere to the reading day and final exam schedule published the University for each academic term.