



WCJC Title: **Examinations (EGAB)**

Section E: **Instruction**

Page(s): 1

BASED ON BOARD OF TRUSTEES POLICY

Policy Title: **Grading and Credit**

Policy: EGAB (Local)

Subtitle: **Examinations**

Date Adopted: 8-01-20

Purpose

Provides procedures for the assignment of rooms and times of formal final examinations for face-to-face, hybrid, and internet classes.

Procedure

1. The Vice President of Instruction (VPI) is responsible for developing a schedule of final exams and publishing the schedule in the Academic Calendar approved by the Board of Trustees and also in the College Catalog.
2. A final examination period shall be scheduled for the conclusion of each regular college course. Instructors shall adhere to the published schedule.
3. The final examination schedule is constructed by the Director of Admissions and Registration. Room assignments for final examinations typically follow those room assignments in which the classes have met during the semester.
4. Instructors and department heads shall determine the type and content of examinations.
5. Exam periods for all face-to-face classes shall be two hours in length. Exam lengths for internet courses shall follow best practices for exam design for online classes (minimum 48-hour period for long term and minimum 24-hour period for short term).
6. Information regarding the final exam shall be posted in the Student Syllabus and made available the first day of class.
7. Requests for changes in the final examination schedule shall be made through the appropriate division chair to the VPI no later than two weeks before the originally scheduled date for the examination.

Date Prepared: 1-20-21 (Lac)

Revised Date: