

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
FINAL EXAMINATION RESPONSIBILITIES	09-1102	1 OF 1
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>		<b>DATE REVISED</b>
6Hx7-9.1 Curriculum		July 23, 2015

## **Purpose**

The purpose of this procedure is to provide the process for teaching faculty to meet their responsibilities regarding the preparation and administration of a final examination through a common final examination schedule.

## **Procedure**

- A. Each faculty member who teaches a college credit course shall administer a final examination and/or competency evaluation during the exam time set aside by the College for each term or, at the professor's discretion, shall provide other appropriate instructional activity during the specified times and in lieu of a final examination.
  
- B. Final Examination Schedule
  1. The final examination schedule shall be developed and distributed collegewide each term by the Registrar. Each examination period for fall and spring terms shall be designated to meet for a two-hour block of time. The examination period for the summer terms or other accelerated terms shall be the last class meeting, to be held for a one and one-half hour block of time.
  2. Inasmuch as possible, the final examination for fall and spring terms will be scheduled on the same day as the class was encoded to meet.
  3. No evening class examinations shall be scheduled for the evening before the last day of the term.
  
- C. Rescheduling of Final Examinations
  1. Any student who, according to the examination schedule, is scheduled for four (4) examinations in one day shall be permitted to reschedule one (1) of the four examinations. A student shall be advised to initiate the request through the appropriate academic dean on the campus. The dean shall be responsible for notifying the instructor concerned if a final examination is to be rescheduled consistent with this reschedule provision.

REFERENCES: F.S. 1001.64, SBE Rule 6A-14.0261

Adopted Date: April 2, 1985

Revision Date: July 14, 1986, July 23, 2015