
TITLE: TESTS AND FINAL EXAMINATIONS**POLICY NO: 2-15****EFFECTIVE DATE: 05/06/91****VCCS POLICY NO: [5.6.1](#)****REVISED DATE: 05/10/16****I. Purpose:**

To provide guidance regarding tests and final examinations.

II. Definitions: N/A**III. Policy:**

Students shall be expected to take course-related tests and final examinations 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 the course. At the discretion of the faculty member, if the student fails to appear for a test or examination, it shall be the student's responsibility to contact the faculty member and make arrangements for a make-up test or final examination. Faculty members should state their policy for make-up tests and final examinations in the course syllabus.

Classroom tests shall 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 shall 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, or his or her designee, 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 addition to the 750 minutes of instruction per course contact hour, a minimum of one academic hour (50 minutes) of scheduled evaluation or examination time per semester credit hour shall be scheduled for each course, including distance education classes, as described in [Reynolds Policy No. 2-4](#), Actual Minutes of Instruction. Evaluation or examination time shall not exceed a total of three (3) academic hours (150 minutes) per course, as described in [Reynolds Policy No. 2-4](#), Actual Minutes of Instruction.

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

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electronic or paper format for twelve (12) months from the date of administration in accordance with [Reynolds Policy No. 4-38](#), Record Retention and Disposition. Documentation shall be maintained by school deans/academic offices according to [Reynolds Policy No. 2-6](#), Grades Plan.

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

IV. Procedures: N/A

V. Other Information:

[Reynolds Policy No. 2-4](#), Actual Minutes of Instruction

[Reynolds Policy No. 2-6](#), Grades Plan

[Reynolds Policy No. 4-38](#), Record Retention and Disposition