

# UNIVERSITY OF CONNECTICUT

## EXAM PROCEDURES

Information provided by <http://guide.wordpress.uconn.edu/instruction/exam-procedures/>

Information regarding the final examination schedule can be found at <http://www.registrar.uconn.edu/exams.htm>

### **The University Senate By-law concerning semester exams**

During the semester, examinations shall be held only during regularly scheduled class periods. Permission for exceptions to this rule can be granted by the deans of the school or college in which the course is offered. Courses for which such exception has been granted shall carry a footnote to that effect in the published Directory of Classes. In the event of student absences from examinations given during the semester decisions regarding possible make-up examinations shall be the prerogative of the instructor.

### **Final Examinations**

Written final examinations are held at the end of each semester in all undergraduate level courses except that the requirement may be waived at the discretion of the instructor in those courses defined as independent study courses by each department. Other exceptions to the rule may be made in the case of seminars, practicums and purely laboratory courses. In these courses and others where a convincing case can be made for final evaluation of students work by means other than a written examination, departments can make exceptions to the rule with the approval of the dean of the school or college before the beginning of the semester in which the course is to be offered. Instructors are at liberty to give seniors oral rather than written final examinations. Examinations in courses numbered 5000 and above may be given or omitted at the discretion of the instructor.

### **Scheduled Exams**

All final undergraduate examinations shall be administered at the times scheduled by the University during exam week, and at no other times. A student who is prevented by sickness or other unavoidable causes from attending a scheduled exam must apply to the Office of Student Services and Advocacy for an excuse that will authorize the students instructor to give a makeup.

### **Absence**

A student whose absence from a final examination is not excused in this way shall receive a failure for this examination. A student whose absence is excused by the Dean of Students shall have an opportunity to take an examination without penalty. There shall be no more than five examination periods scheduled each day, covering two class periods, and each examination period shall be two hours in length. A student whose final examination schedule includes four examinations in

two consecutive calendar days may request a rescheduled examination in place of one of the four scheduled examinations.

### **“Bunched” Exams**

A student whose schedule includes three examinations in one calendar day or three examinations in consecutive time blocks spanning parts of two consecutive days may request a make-up examination in place of one of the three scheduled examinations. The student must contact the Office of Student Services and Advocacy regarding rescheduling of bunched exams. It is the prerogative of Office of Student Services and Advocacy to determine which of the bunched examinations may be rescheduled and the Office of Student Services and Advocacy will send an email to both the instructor and the student advising of the change.