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Policy Title: Course Examinations

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A standardized examination policy will facilitate test taking.

### **Policy**

Examinations will be given over a specified period of time. Students are expected to be present for all exams. Students arriving after the start of the examination will have only the time remaining to take their exam. No other student will be admitted to the examination room after the first completed examination is turned in.

At the discretion of course faculty, exams may be delivered electronically, via paper and pencil, at a UTHealth facility, at an approved third-party location or via a third-party proctoring service. Students taking tests are to submit their answers electronically or turn in their examinations and answer sheets at the completion of the specified time period. Failure to do so will result in a zero (0) on the examination with no make-up allowed.

Students are held responsible for the content of the entire course. It is the responsibility of the student to consult individual course syllabi for the faculty preference/instructions regarding examination procedures.

If extenuating circumstances prevent a student from attending a scheduled exam, the student may be excused at the discretion of the faculty, and the faculty may request documentation of the event. An excused absence is an absence from the scheduled exam as the result of illness of the student or significant other, religious holiday, or the result of an extenuating circumstance. All other absences will be considered an unexcused absence. An unexcused absence will result in a zero for that exam. Consult the individual course syllabi for further clarification.

If the student has an excused absence from an exam, the faculty has the option of requiring a make-up exam or increasing the percentage that another exam is worth. All final exams are mandatory. Any missed final exam with an excused absence will result in an incomplete grade until the final exam is taken.

Students are required to follow the UTHealth School of Nursing Academic Honesty Policy (S1020). Any student who commits an act of academic dishonesty is subject to discipline.

### **Procedure**

In the event of an anticipated absence, the student will:

1. Notify the instructor prior to the exam to request an excused absence.
2. Additionally, contact the instructor within 2 days following the examination regarding the missed exam.
  - Failure to do the above two procedures may constitute an unexcused absence.

The course examination guidelines for undergraduate on-campus testing are published online in the UTHealth School of Nursing Student Handbook.