

## **\*Final Exam Procedures For Faculty\***

1. Approximately two weeks before the first day of exams, students purchase exam envelopes from Charis Books & More with yellow cards attached – professors should indicate to students whether the exam will be open book or calculators may be used. Charis Books & More can then stamp the envelopes appropriately.
2. Students fill out each envelope and yellow card LEGIBLY and return to professor.
3. Professors should stuff envelopes with a final exam for each student who has turned in an envelope – **DO NOT SEAL THE ENVELOPE!** Students seal the envelope after completing the exam. Also indicate on envelope if a calculator or books/notes may be used during the exam – if it hasn't been properly stamped.
4. Turn in stuffed envelopes (alphabetized) to the main faculty services office or academic advising for filing by the last day of class. Also turn in names of students who have and who have not turned in an envelope on the form provided by academic advising.
5. During exam periods – students come to exam room and request the exam they wish to take. Staff removes the yellow card and gives the envelope to students. The yellow card provides the record that the student is taking the exam during that period. When finished, students return the exam to the exam room and the yellow card is removed from the file – the exam is filed under the professor's name.
6. Students may only take one exam at a time. In order to complete another exam during the exam period, the student must take one exam, complete it and return it. After returning an exam, the student may request to take another exam.
7. Time is strictly enforced. Each exam period lasts 3 hours. A bell is rung 15 minutes before the final bell. Exams not returned after the final bell are penalized 1/3 grade point for every five minutes past the final bell.
8. At the end of the exam period, professors may come to the exam room and take any completed exams for grading that have been moved to the pick-up area.

**Any issues or other questions about final exams should be directed to the Academic Advising Office at X6200.**