


UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG
Policies and Procedures Manual

	Subject of Policy Statement	Effective Date	Policy Number
	Testing and Final Examinations	4/10/09	10.005 SP

I. INTRODUCTION (Purpose and Intent)

Examinations in academic subjects are, for most courses, an integral part of the learning process and one part of a procedure for evaluating student performance and determining grades. The University of South Florida St. Petersburg requires certain standards for the examination process in order to protect the academic integrity of courses and the best interests of both the student and instructor.

II. STATEMENT OF POLICY

Testing in General. In each academic course the student is expected to undergo a meaningful testing and evaluation that will reveal the student's intellectual growth in the subject matter covered or otherwise reflect the achievement of the course objectives.

The instructor has the responsibility of maintaining a fair and impartial testing and examination procedure, has the right to define and structure the testing process, and shall not be restricted as to form, style, or content of the examination. It is the policy of the University of South Florida St. Petersburg that all students facing an examination (of any type) shall have equal notice of said examination. The University of South Florida St. Petersburg regards the routine use of all or part of the same formal examination for successive academic terms as unsound policy except when used with adequate safeguards such as a random selection of questions from a large pool.

Comprehensive Final Examinations. The last 6 days of the Fall and Spring semesters shall be set aside for final examinations, and any comprehensive final examination must be given during this designated period (not including master's comprehensive or doctoral qualifying examinations, which may be scheduled as determined by the department and college) If a segment examination is given in lieu of a comprehensive examination, the segment examination must be given in the period designated during final examination week. Take-home final examinations, papers, projects, practicums, and competency examinations are exceptions to the above rule and may be scheduled for completion at any time at the discretion of the instructor. The period of two hours shall be allotted for each final examination. If a student has a direct conflict of scheduled examinations or has three or more examinations scheduled on the same day, the student may petition the appropriate instructor to reschedule one of the student's examinations. The final examination schedule

shall be published in the same manner and place as the schedule of classes. In the event that a graduate and undergraduate course have testing or exams scheduled on the same day and time, the graduate course will have preference.

The USF St. Petersburg final exam matrix can be accessed via the USF Academic Scheduling and Space Office website at:

<http://www.stpete.usf.edu/academics/AcademicSchedulingandSpaceOffice.htm>

Norine Noonan
Vice Chancellor for Academic Affairs

Margaret Sullivan
Interim Chancellor