BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

OPERATING POLICY

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<td>FINAL EXAM PROCEDURES</td>
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Supersedes/Supplements: KV AP V-5

Reference:

POLICY STATEMENT

BridgeValley Community and Technical College (College) has adopted an instructional semester with a specified number of weeks devoted to instruction and a specified period devoted to final exams. All classes scheduled during the final examination week must meet according to the schedule with full faculty and student attendance.

PROCEDURES

- No quizzes or tests are to be given during the last two instructional days of the semester.
- During the final week of each academic semester or term, all courses, with the exception of online courses, shall meet for one 2-hour period at the date and time listed in the published schedule of final exams. This period will be used for examination or any other appropriate activity designed to assess learning, including take-home exams, which will not be due before the final examination period scheduled for that course.
- Exceptions may be approved by the division dean upon written request by a faculty member. Whatever culminating activity is deemed appropriate by the instructor, it may not be scheduled at any time other than the date and hour listed in the Schedule of Classes. Any deviation from the final examination schedule must be approved by the division dean.
- Final exams for online courses will be scheduled so that instructors may complete the administration and grading of the exam and submit final course grades by the due date.
- In the event a student is scheduled for four or more examinations in a single day, the student may request an altered exam schedule and an attempt will be made to accommodate. The request must be made to the Division Dean one week before the final exam week commences.
- According to federal law, grades are restricted information and may be released only to the student according to Family Educational Rights and Privacy Act (FERPA) guidelines. Thus, grades earned on examinations or in courses may not be posted by name. Posting by the student’s identification number is also not permissible. Although there is no federal or state legislation that pertains to the manner in which graded work is to be returned to students, the returning of such material should be handled in such a manner as will preserve the students’ privacy.

Approved by: Cabinet Date: 1/29/2014