

# 13.99.99.C0.01 Course Examinations and Study Week



Revised: September 11, 2023  
Next Scheduled Review: June 1, 2025  
[Revision History](#)

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## Procedure Summary

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Texas A&M University-Corpus Christi faculty are expected to provide notice to students of course examinations and observe the designated study week. This procedure outlines the responsibilities of the faculty and students related to course examinations and study week.

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## Procedure

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### 1. COURSE EXAMINATIONS

Instructors are expected to provide notice of the dates on which major examinations will be given and/or due on the course syllabus, which must be made available by the first class meeting.

#### 1.1. In-Term Examinations

- 1.1.1. In-term examinations should be given during the regularly scheduled class time. Make-up examinations may be given at other times arranged to reasonably accommodate the student's class schedule.
- 1.1.2. In-term examinations may only be given at times other than the regularly scheduled class time if 1) approved by the department chairperson with advisement of the academic unit (e.g., college, school) dean/director and 2) listed in the course syllabus by the first class meeting.
- 1.1.3. An instructor giving an in-term examination that is outside of the regularly scheduled class time must make any and all reasonable accommodations to provide an alternative time to students who have conflicts with the proposed time period, provided that the instructor is notified of such conflict in a timely manner.

- 1.1.4. When there is a conflict between an in-term examination scheduled outside of the regularly scheduled class time and a regularly scheduled course, required university activity, or required course activity (e.g., performances, meetings, lectures, rehearsals, athletics events, or training), the regularly scheduled course or required activity will take precedence.
- 1.1.5. Out-of-class examinations and examinations from courses offered fully online are specifically exempted from section 1.1 of this procedure.

## 1.2. Final Examinations

- 1.2.1. Final examinations must be scheduled during the regularly scheduled examination time listed in the official university final examination schedule. Faculty members are required to use the regularly scheduled examination time for a course examination or alternate activity. This requirement does not apply to fully online courses.
- 1.2.2. If papers or out-of-class examinations are assigned in lieu of a final examination, the due date must be at the regularly scheduled examination time listed in the official university final examination schedule. If final presentations or final critiques assigned in lieu of final examinations require multiple days to complete, then the final day for the presentations/critiques must occur on the regularly scheduled examination day for all but fully online courses.
- 1.2.3. Students are not required to take more than two (2) final examinations in any single day. Any student with three (3) or more final examinations scheduled on the same day may request to take one (1) of the examinations on another day during the official university final examination period. The process for requesting to move an examination is as follows:
  - (a) The student should first try to resolve the matter with the appropriate faculty member(s).
  - (b) If the matter remains unresolved, the student should submit a request for an alternative final examination time in writing to the Office of Academic Affairs. This request must be submitted by the drop date as stated in the semester class schedule.
  - (c) The Office of Academic Affairs will select which of the

examinations should be taken at an alternative time and formally contact the faculty member at least 15 working days before the scheduled final examination. Preference for selection of which course will have an alternative final examination time must be based on the course with the smaller class size and, then, courses with final examination times in between other examinations.

- (d) The faculty member will then arrange an alternative time for the student to take the final examination for the selected course. The examination may not conflict with the student's final examination schedule or require the student to take more than two (2) final examinations in a single day. If the student has difficulties in rescheduling the examination, they should consult with the Office of Academic Affairs. Final examinations given outside the regularly scheduled time may vary in content and/or format at the discretion of the faculty member.

### 1.3. Examination Proctoring

1.3.1. Faculty members may require live or automated examination proctoring for out-of-class examinations and examinations for courses offered fully online.

1.3.2. Faculty members may require any rescheduled examination to be proctored.

1.3.3. If the faculty member requires proctoring for an examination, any of the following acceptable arrangements may be used:

- (a) The appropriate faculty member proctors the examination;
- (b) A faculty-selected designee proctors the examination;
- (c) A faculty-approved external proctoring center proctors the examination; or
- (d) An online examination proctoring service proctors the examination live or via automated proctoring.

1.3.4. Student-athletes taking rescheduled examinations via proctoring have additional requirements.

1.3.4.1. The scholastic coordinator may proctor an examination with permission from the faculty member.

1.3.4.2. Proctoring of examinations by a member of the coaching staff

or other athletic personnel is prohibited.

## 2. STUDY WEEK

The five (5) class days before the official university final examination period in the long fall and spring semesters are designated as Study Week. Classes will continue as scheduled on first four (4) days of Study Week. The day before final examinations begin is designated as Reading Day. Classes, examinations, or required university activities may not be scheduled for students on Reading Day. In-term examinations, presentations, or papers that have due dates during Study Week must be announced to the students on the syllabus during the first week of classes.

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### **Related Statutes, Policies, or Requirements**

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There are no related requirements.

This procedure supersedes:

- 13.99.99.C4.01, *Final Examinations and Study Week*

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### **Contact Office**

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Contact for interpretation and clarification: Provost and Vice President for Academic Affairs  
(361) 825-2722