

Butler University

Final examination policy FAQs

Prepared by associate deans and registration and records 8/10/18

The following FAQ, prepared by the associate deans group, answers questions about Butler policies regarding final examinations:

Are final examinations required for all courses? In-class final examinations are not required. It is, however, common and recommended practice for classes to have some kind of final activity – either an in-class final, a take-home final, a final project or portfolio, or a final presentation.

When should final exams be administered? Final exams MUST be administered at the time listed in the registrar's website: <https://www.butler.edu/registrar/grades-exams>

When should final exams be administered for 1 and 2 credit hour classes? Final exams for 1 and 2 credit hour classes should be administered during the time slot that is identified for 3 credit hour classes that meet during their grid times.

Why is it necessary to abide strictly by the exam schedule? Administering final exams outside the published time period often causes conflicts for students with other exams or activities. It also can be an imposition on colleagues who are abiding by the published schedule. In addition, the office for Student Disability Services warns that administering exams outside the published times can lead to problems for students receiving accommodations. It is important that we follow university policy to insure we do not put such students at a disadvantage.

When should other final projects be due? If you have a final activity that is not an in-class exam, it is strongly recommended that it be due at the same time as the in-class exam would have taken place. It should not be due in the last week of class, as this effectively shortens the semester by a week and compels students to prepare for finals while other courses are ongoing. Note that if you have in-class final presentations in lieu of an exam, you may use the exam period for those presentations.

May I offer a second or alternate exam time to students? In general, you may not. If an instructor is convinced that a student is unable to take an examination at that time for reasons beyond their control, you may administer a make-up exam, but that exam must be taken AFTER the time of the original final. Exceptions to this policy require the permission of your department chair and dean.

If I am teaching multiple sections of a course, may I use a single exam time or allow students to take the course at either time? No, you may not.

May I offer any tests in the last week? You may, so long it is not a final exam, but is, e.g., a test on a recently covered portion of material. It should not be cumulative or summative, it should not be longer than other exams, or worth more points.

Why does COPHS have an alternate exam schedule, and what happens when this leads to conflicts between exams? To accommodate clinical rotations, some COPHS examinations are scheduled in conflict with the university examination grid. If this creates a conflict with a non-COPHS course, the student is obligated to take the non-COPHS exam at the scheduled time, and the COPHS instructor will find an alternate exam time for that student.