EXAMINATION POLICIES

1. Examination Schedules

All examinations, except final examinations, are scheduled at the faculty member’s discretion within regularly scheduled class hours. Any change in regularly scheduled classes or examinations must have the unanimous consent of all class students, unless other arrangements for students to attend the alternative class or examination are agreed to by the faculty member and the student(s) involved. No examination longer than one half-hour may be given during the seven days prior to first day of final examination week.

The final examination in any undergraduate course may not be more than two hours in duration and must be given at the time scheduled during examination week at the end of the term. Exceptions may be made in specific courses for educationally sound reasons only with the prior approval of the Unit head or College dean.

The final examination schedule is published by the Registrar prior to the beginning of the term.

A student who wishes to resolve an examination schedule conflict (three examinations in one day or two examinations scheduled at the same time) must file a final examination conflict verification form at the Registrar’s Office by the end of the seventh week of the term. The Registrar’s Office works with the faculty member to resolve the conflict.

2. Grading of Examinations

   a. Grading and Correction

   It is expected that all instructors will carefully grade or supervise the grading of the examinations in the courses in which they teach. Students have the right to see their graded papers and discuss them with the instructor even if the papers are not returned. When student enrollments become excessive in an instructor’s classes, special correction assistance may be authorized by the Unit head.

   b. Computer Scoring

   When faculty members choose to use computer-scored exams, these exams may be processed at the Information Services Customer Service Center. Information on computer scoring is available at the Information Services Customer Service Center.

3. Access to Examinations and Other Student Work

The Family Educational Rights and Privacy Act of 1974 guidelines state that students are entitled to review and copy their exams, projects, papers, and other assignments (see Professional Standards and Business Conduct Policy (http://www.northeastern.edu/neuhome/adminlinks/prostand.pdf) .

Faculty must make these items available to students to comply with this law. Further, Northeastern University strongly encourages faculty to return to students their original work, so that they may create portfolios and learn from their work.

A student’s original work that is not returned to the student must be retained in the faculty member’s office for one year. In the case of part-time faculty or faculty who leave the University, it should be kept in the Unit office for one year.

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