

MASS FINAL EXAM SCHEDULING POLICY

Final exams incorporating multiple sections of a course (mass exams) are to be scheduled through Records and Registration.

Mass Final Exam Requests

New requests for a mass final exam slot should go through the Records and Registration office, who will consult with the deans' offices and the Provost, as needed.

The number of students affected should be the **primary criteria** for awarding a mass exam slot.

Additional criteria to consider for awarding a mass exam slot:

1. **Number of courses per mass exam slot:** How many and which courses would share this slot? Departments should provide a rationale for combining these courses into one slot. Courses with a stronger rationale for being combined into one mass exam time may be more likely to be granted a mass exam time.
2. **Sections per course:** How many total sections per course would share this slot (even if taught by multiple instructors)?
3. **Sections per instructor:** How many sections of the same course are taught by a single instructor (regardless of amount of students)?
4. **Examination procedure:** Do all sections use the same exam questions (e.g., standardized questions)? Courses that use the same exam questions may be more likely to be granted a mass exam time.
5. **Other reasons:** What other reasons or motivations exist for having a mass exam?

Existing mass exam time slots should be reviewed every three years. Departments with existing mass exam times will be asked to indicate the rationale for their existing mass exam time slots and to address the above mentioned criteria. Records and Registration will initiate the survey, consult with CAPS about results and potential changes to the mass exam schedule, and consult with and receive approval for changes for mass final exam slots from deans' offices and the Provost.

Approved by Faculty Senate 4/5/15