

# Scheduling Final Examinations

Final examinations, if administered, are to be given at the time provided by the Registrar's Office. Upon request of the instructor, exceptions to this regulation may be made only by the dean. Final examinations are normally scheduled in the classroom or platform where the course has met throughout the semester.

All final exams for synchronous courses shall be available for students to complete in a minimum 36-hour window as defined by the professor, including one business day, during the final examination period as defined for that course. There is no specific day/time reserved for final exams in asynchronous courses. Students must have at least 36 hours to complete proctored or unproctored final exams for asynchronous courses.

Any student who has three examinations scheduled in one calendar day and is unable to resolve the problem informally with their instructor(s) may petition the chair or dean for relief.

All examinations are to be retained for one year by the instructor of record.

- Approved by the provost and

vice president for academic affairs

September 5, 2003

Revised May 5, 2005

Revised July 14, 2006

Revised and approved by the president

May 2, 2016

Reaffirmed January 15, 2021

**Deleted:** The university firmly believes that a comprehensive evaluation of a student's achievement in a course is a vital part of the educational process.

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Students may secure proctoring at a distance learning location or higher education center, at a distance learning partner site testing center, or with a third party proctor. Students who do not secure proctoring with an ODU staff member must have all proctors approved in advance by the Office of Distance Learning at 1-800-968-2638. For more information about proctoring and distance learning examinations, visit <http://dl.odu.edu/how-it-works/exams-proctors>.

In the event that a faculty member changes the final examination schedule, is changed to other than that of the scheduled time, provisions will be made by the instructor for any student who cannot comply with the schedule change. ¶

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**Deleted:** Students have the privilege of requesting conferences with the instructors about in regard to their final grades. ¶

All distance learning final exams shall be available for students to complete in a minimum 24-hour window as defined by the professor, including one business day, during the final examination period as defined for that course. Students may secure proctoring at a distance learning location or higher education center, at a distance learning partner site testing center, or with a third party proctor. Students who do not secure proctoring with an ODU staff member must have all proctors approved in advance by the Office of Distance Learning at 1-800-968-2638. For more information about proctoring and distance learning examinations, visit <http://dl.odu.edu/how-it-works/exams-proctors>. ¶