

The instructor is responsible to prepare clearly written and properly weighted exam questions in line with the course content, language of instruction, learning outcomes, and allotted exam time period stipulated in the course syllabus. Appropriate answer's booklet should be given to the students with clear instructions on exam rules. The instructor shall correct the exam booklets and return them to the students within a week after the exam, and report the grades in letter form and percentage to the Department Chair a week later.

The final examinations are given during the period approved by the University and noted in the academic calendar. Instructors may need to make individual arrangements with students who have more than two final examinations scheduled on one day. A student shall not be allowed to sit in for the final examinations without having settled all his/her financial obligations to the University.

### **Absence from the Final Exam**

If a student fails to attend a final examination without a valid excuse, the student shall receive a zero on the exam. If missing the exam is due to exigent circumstances beyond the student's control, the student may submit a petition to the Dean of the concerned college and if the Dean concludes that the stated reasons are justifiable, s/he informs the Registrar's Office to record an incomplete "I" grade to the course. The student in coordination with the concerned department and course instructor prepares to take a make-up exam to replace the "I" before the end of the drop/add period of the following semester. If the exigent circumstances persist, the Dean may recommend that the "I" grade be changed to "WE". For more details refer to the 'Incomplete Work' section in this catalog.

### **Make-up examination**

The course syllabus shall indicate the missed examinations and quizzes policy so that students are fully aware of the policy and its consequences. Normally, a student shall receive a grade of zero for the exam or quiz s/he misses. If the absence is due to a legitimate excuse for which a verifiable evidence is presented, the course instructor may then give the student a make-up exam or shift the weight of the missed exam (except the final exam) to other course assessment items.