



FINAL EXAM POLICIES – Mature Student High School Diploma

ABSENCE

Students who are absent from an exam without acceptable reason (the student's illness, disability, or a family member's funeral) will receive a grade of F.

If a student is unable to write an exam, he/she must contact the college office prior to the start of the exam and provide a reason. No later than seven days after the exam date, the student must give the director a written reason for writing and a medical certificate for medical reasons, and request a new exam date.

The student must write the exam no later than 14 days after the original date, or wait until the next time that that exam is given. A mark of NM will be recorded until the exam is written. If the exam is not written, a final grade of F will be given. Exams must be written if a an exam is part of the course.

EXAM PAPER POLICIES

The name of the instructor and the date of the exam must be on the exam paper.

The weight or mark for each question shall be clearly indicated on the exam paper.

The exam will clearly show what percentage of the total course mark that the exam represents.

EXAMINATION WRITING POLICIES

Exams will be written between 9 a.m. and 12 noon. Students are not allowed to leave an exam within the first hour of the exam, and students may not enter to write an exam after the first hour of writing has passed. If a student is late by one hour or more, she or he must go through the appropriate channel to request permission for a new exam date.

Students who arrive late will not receive any time past the posted exam times.

Instructors are to let students know in advance if calculators or any other devices may be used during the exam.

No food, drinks, headphones, cell phones, Ipods, or MP3 players are allowed in the exam room. Calculators, where permitted, will be the only electronic devices allowed in the exam room.

Students are not to leave an exam unattended if they are returning to complete the exam.