

## **TAKE HOME EXAMS**

### **Information and Procedures**

The Registrar's Office is responsible for administering all exams including a "Take Home Exam." The basic rules and procedures are listed below to help guide and answer any questions you might have.

For the Faculty Member:

- \* Determine the amount of time that you would like to give your students to complete the exam (ie, 24, 48, 72 hours or another amount of time you deem appropriate).
- \* Give your exam, preferably in electronic format, to Charlene at least three days before the end of classes so she is able to prepare, copy, and check the exam.
- \* Your exam may only be distributed after the last day of classes for the semester.
- \* Exams cannot be turned in to you since this would compromise the anonymous grading system.
- \* Questions that arise once the exam has begun should be channeled through Charlene so that she can forward both the question and answer to all the students. Questions will not be permitted once any student turns in a completed exam.

For the Student:

- \* All take home exams are time and date stamped by the Registrar's Office both when they are checked out to you and then when you return the exam.
- \* You may schedule your exam at a time that is convenient for you and within these rules and procedures.
- \* Since you schedule your take home exam at a time during the exam period that is convenient for you, it is not eligible for deferral; please keep this in mind when scheduling around your in-class exams.
- \* You are required to return the exam questionnaire along with a signed pledge slip when turning in your answers as it is an honor code violation to retain a copy of an exam.
- \* Exams cannot be turned in to either the faculty member, the library, or any other alternative. It must be turned in on time to the Registrar's Office. Late exams are noted and could be an honor code violation.
- \* Exams can only be turned in during normal business hours (8-5, M-F) and the first Saturday/deferred exam day (9-1). Exams are not able to be distributed or collected on a Sunday.
- \* All take home exams need to be finished by 2pm on the last deferred exam day (even if this means that you do not give yourself the full amount of time given by the instructor).
- \* Once a take home exam has been distributed, any questions that a student may have about the exam must go through Charlene. Contacting the professor directly would be an honor code violation. Give your question to Charlene and she will get in touch with the instructor and then relay any relevant information to the entire class. Once a student turns in a take home exam, no further questions are permitted.
- \* Students with exam accommodations do not receive additional time for a take home exam.
- \* Charlene will post (electronically) her hours during the current exam period so that you can plan your exam accordingly.

Of course, you can always check with Charlene if you have any questions.

Good luck on exams!