

## Course Examinations

**Subject:** Examinations

**Scope:** All Faculty, Staff, and Students of the Undergraduate Department

**Responsible Office:**  
Baccalaureate Council

**Effective Date:** 09/21/2023

**Date Reviewed/Revised:** 8/1998

**Next Scheduled Review Date:** Date of next scheduled review or revision. Cannot exceed three years.

**Responsible Executive:** Dean, Cizik School of Nursing

### I. POLICY AND GENERAL STATEMENT

#### A. Academic honesty

1. Students are required to follow the UTHealth Cizik School of Nursing Academic Honesty Policy.
2. Any student who commits an act of academic dishonesty is subject to discipline.

#### B. A standardized examination policy will facilitate test taking.

#### C. Examinations will be given over a specified period of time.

1. Students are expected to be present at all exams
2. Students arriving AFTER the start of the examination will have only the time remaining to take their exam.
3. NO other student will be admitted to the examination room after the first completed exam is turned in.

#### D. Exam type and location

1. At the discretion of the course faculty, exams may be delivered electronically, via paper and pencil at a UTHealth facility, at an approved third-party location or via a third-party proctoring service.
2. Students taking tests are to submit their answers electronically or turn in their examinations and answer sheets at the completion of the specified time period.
3. If the student does not submit or turn in their examination, it will result in a ZERO (0) on the examination with NO make-up allowed.

#### E. Students are held responsible for the content of the entire course.

#### F. It is the responsibility of the student to consult individual course syllabi for the faculty preference/instructions regarding examination procedures.

#### G. Extenuating circumstances

1. If extenuating circumstances prevent a student from attending a scheduled exam, the student may be excused at the discretion of the faculty; the faculty MAY request documentation of the event.
2. The student absence will be excused if the result of illness of the student or significant other, religious holiday, or the result of extenuating circumstances.
3. All other absences will be considered unexcused.
4. An unexcused absence will result in a zero (0) for that exam.
5. Consult the individual course syllabus for further clarification.

#### H. Excused Absence

1. The faculty has the option of requiring a make-up exam or increasing the percentage that another exam is worth.
2. All final exams are MANDATORY.
3. Any missed final exam with an excused absence will result in an incomplete grade until the final exam is taken.

### II. DEFINITIONS

- A. Excused absence: absence from a scheduled exam due to illness of the student or significant other; religious holiday; or the result of extenuating circumstances.
- B. Unexcused absence: an absence that was not excused.

### III. PROCEDURE

- A. In the event of an anticipated absence, the student will notify the instructor prior to the exam to request an excused absence.
- B. Additionally, contact the instructor within two (2) days following the examination regarding the missed exam.
- C. Failure to follow the above procedures may constitute an unexcused absence.
- D. Review the course examination guidelines for undergraduate on-campus testing as published in the on-line UTHHealth Cizik School of Nursing handbook

### IV. CONTACTS

Contact	Telephone	Email/Web Address
Chair of Undergraduate Department		

### V. EXHIBITS

UTHHealth HOOP 112: Religious Accommodation  
UTHHealth HOOP 186: Student Conduct and Discipline (see also Appendix A and Appendix B)  
S1020: Academic Honesty  
S1850: Incomplete Course Work