



## Undergraduate Examinations

Effective:	Fall 2025 (revised)
Responsible Executive:	Provost
Applicability:	Undergraduate Students
Review By:	July 2027

### Examinations During the Semester

In face-to-face and online synchronous classes, announced tests in undergraduate courses will be administered during a regularly scheduled meeting of the course. Exceptions to this practice may arise in specialized courses requiring performance or oral tests, and in multiple-sectioned laboratory classes requiring practical laboratory tests. Faculty having sound reasons for scheduling tests at times other than regularly scheduled meeting times are to obtain approval from the department head prior to the beginning of the term and are to present these changes in the syllabus at the beginning of the term. Rescheduled exams are not to interfere with other scheduled academic activities of the students involved, and an appropriate reduction in regularly scheduled class time is to be given to compensate for the rescheduled exam period.

**Commented [A1]:** The revised policy distinguishes between face-to-face or online synchronous classes and online asynchronous classes.

Online classes using an asynchronous approach are exempt from the requirement to administer exams during regularly scheduled course times provided exams are scheduled in writing on the syllabus and students are offered an exam window of at least 24 hours of during which the exam is available. This exam window should be long enough to align with the expectations of the asynchronous format and to allow students to complete an exam without having to miss their other academic activities. Examination periods should end in time for final grades to be submitted by the university's grading deadline.

**Commented [A2]:** This paragraph was added to specify expectations for examinations in online asynchronous classes.

Policies on make-up exams can be found in the Class Attendance Policy.

### Final Examinations

A final examination is a common means of evaluation in undergraduate courses but other means such as performance tests, term papers, research projects or other forms of evaluation appropriate to the objectives of the course may be used. Faculty should present the forms of evaluation to be used and the means of determining final grades in the syllabus.

**Commented [A3]:** This paragraph was revised to acknowledge that term papers, research projects, etc. may be appropriate for some courses. It also streamlines the process for using these other means of evaluation.

Final examinations are to be given as scheduled in the term examination schedule. Final examinations in courses carrying fewer than three hours of credit may be given on the last class day

or at the time designated in the examination schedule. Final examinations in laboratory courses should be administered during the last laboratory period. Exceptions to giving a final examination at the scheduled time require prior approval by the provost. Rescheduled examinations must not interfere with scheduled academic activities of the students involved.

**Commented [A4]:** These sentences were added to clarify expectations for the timing of final examinations for courses carrying fewer than 3 credit hours and for lab courses.

Auburn University students are provided the conditional right to take no more than two (2) final examinations in a single calendar day. Students with three or more final examinations scheduled on one calendar day should contact instructors on or before midsemester to request rescheduling, so that no more than two final examinations fall on any calendar day. Any Auburn student unable to get any instructor(s) to voluntarily move the exam(s) will present this situation to the Associate Dean of the student's major college and, after verification, that Associate Dean will contact the Associate Dean of the faculty member(s) scheduled for the middle exam period(s) of the student's scheduled finals to arrange to reschedule the exam(s). After midsemester, requests to move an exam can be made by complying with the same procedure but are not guaranteed to be approved.

**Commented [A5]:** This section incorporates the existing Policy on Number of Final Exams in One Day into the Undergraduate Examinations Policy.

**Commented [A6]:** The previous policy stated that the Associate Dean would contact the faculty member for the middle exam period directly. It has been revised so that an Associate Dean would reach out to their counterpart, who would then contact the faculty member.