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~~USF System~~ — ~~USF~~ — ~~USFSP~~ USFSM

Number: 10-005
Title: Testing and Final Examinations
Responsible Office: Academic Affairs

Date of Origin: 11-28-79

Date Last Amended: ~~2-22-18 (technical)~~

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7 **I. PURPOSE & INTENT**

8 Examinations in academic subjects are, for most courses, an integral part of the learning process and
9 one part of a procedure for evaluating student performance and determining grades. The University
10 of South Florida ~~System (USF System)~~ requires certain standards for the examination process in order
11 to protect the academic integrity of courses and the best interests of both the student and instructor.
12 Although this policy primarily addresses examinations for undergraduate courses, graduate courses
13 with final exams during the examination week should follow the schedule for exams that is provided
14 with the course schedule for that academic term.

15 **II. APPLICABILITY & AUTHORITY**

16 This Policy does not apply to the USF Health Colleges [of Medicine and Pharmacy](#).

17 **III. STATEMENT OF POLICY**

18 **A. Testing in General**

19 In each academic course the student is expected to undergo a meaningful testing and evaluation
20 that will reveal the student's intellectual growth in the subject matter covered or otherwise reflect
21 the achievement of the course objectives.

22 The instructor has the responsibility of maintaining a fair and impartial testing and examination
23 procedure, has the right to define and structure the testing process, and shall not be restricted as
24 to form, style, or content of the examination. It is ~~the policy of the~~ USF ~~System~~ ~~policy that~~ ~~policy~~
25 ~~that~~ all students facing an examination (of any type) shall have equal notice of said examination.
26 ~~The~~ USF ~~System~~ regards the routine use of all or part of the same formal examination for

27 successive academic terms as unsound policy except when used with adequate safeguards such as
28 a random selection of questions from a large pool.

29 **B. Designated Reading Days Test Free Week:**

30 Effective, ~~Spring 2016~~ Fall 2020, for each fall and spring semester, the last full week of classes
31 before final examinations is designated as Test Free Week. The intent of this policy is to
32 establish a one week period of substantial and predictable study time for students.

33 During the Test Free Week period, regular lectures are expected to continue, including the
34 introduction of new content, as deemed appropriate by the instructor. However, ~~no quizzes or~~
35 ~~exams will may be given.~~ Quizzes of no more than 10 short answer questions that can be taken
36 in 15 minutes or less are allowable to cover new material introduced during the Test Free Week.
37 Due dates for mandatory graded submissions of any kind (i.e., papers, presentations, projects, and
38 practicums) that fall within Test Free Week must be listed on the syllabus provided at the start of
39 the course. Mandatory final examinations may not be given during the Test Free Week period.
40 Refer to the Office of the Registrar's website for specific dates and calendars for each academic
41 term. ~~two instructional days of the Fall and Spring terms will be determined and designated Reading~~
42 ~~Days for all courses including semester length distance learning courses. Alternate calendar~~
43 ~~courses may not include designated Reading Days and students electing to take those courses~~
44 ~~should refer to their syllabus or instructor direction.~~

45 ~~Accordingly, classes will not be scheduled on those two days. Refer to the University Catalog~~
46 ~~(Policy 10-059) Office of the Registrar's website for specific dates and calendars for each~~
47 ~~academic term.~~

48
49 **C. Final Course Examinations**

50 The last six (6) days of the Fall and Spring semesters shall be set aside for final examinations and
51 any final examination of a comprehensive nature must be given during this designated period. The
52 period of two hours shall be allotted for each final examination.

53 ~~1. Exceptions to Final Course Exam: Take home final examinations, papers, projects,~~
54 ~~practicums, and competency examinations are exceptions to the above rule and may be~~
55 ~~scheduled for completion at any time at the discretion of the instructor.~~

56 ~~2.1.~~ Final Exam Matrix: The Final Exam Matrix ~~for the Tampa Main Campus (Matrix)~~ is designated
57 to facilitate a conflict free schedule for greater student success in the exam process. ~~The Office~~
58 ~~of the Registrar provides All Tampa Main Campus courses must comply to~~ the Matrix ~~and all~~
59 ~~courses must comply with the Matrix~~ as it is published with no deviations. All make-up exams,
60 either for block exams or the individual exams will be scheduled during the time period allotted
61 for students that require a make-up exam.

62 ~~3.2.~~ Conflicts: If a student has a direct conflict of scheduled examinations that are scheduled
63 according to the Final Exam Matrix ~~or the exam schedule available at a USF System Institution,~~
64 the student may petition the appropriate instructor to reschedule one of the student's
65 examinations. If a student has three or more examinations scheduled ~~on the same day,~~ the
66 student may petition the appropriate instructor to reschedule one of the student's
67 examinations, or the student may elect to take all exams on the same day. If a make-up exam
68 is requested, it will be scheduled during the make-up exam time as posted on the Final Exam
69 Matrix.

70 The "appropriate instructor" in case of examination time conflicts shall be determined by the
71 following ordered list of priorities:

- 72 a. If a student has an exam conflict between courses offered on different campuses ~~or~~
73 ~~institutions within the USF System,~~ the course on the student's home campus has priority.
- 74 b. Block finals have priority over non-block finals. When two block finals conflict, the higher
75 numbered course takes priority.
- 76 c. Apart from block finals priority, examinations for graduate level courses have priority over
77 examinations for undergraduate level courses.
- 78 d. Apart from block finals priority and within the level of the courses, undergraduate or
79 graduate, examinations for numerically higher numbered courses have a priority over lower
80 numbered courses.
- 81 e. If after applying items 1 through 4, there remains a conflict, priority shall be given to the
82 course with the prefix closest to the beginning of the alphabet.
- 83 f. The instructor of the course not receiving priority shall provide for a make-up exam either
84 in accordance with the designated make-up exam periods or at a mutually acceptable time for
85 both the instructor and the student during the exam period.

86
87 The final examination schedule shall be published ~~in the same manner and place as the schedule~~
88 ~~of classes.~~ prior to the start of the applicable semester on the Office of the Registrar's website.
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90 **RELATED POLICIES:**

91
92 [10-005 SP Testing and Final Examinations](#)
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94 ***Current Responsible Office: Academic Affairs**

95 ***Refer to the appropriate Responsible Office website for a current name of the Vice President or**
96 **other Responsible Officer.**

97 *History: New 11-28-79, Amended 2-22-18 (technical).*
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