



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

**Date of Origin:** 11-28-79

**Date Last Amended:** 8-26-20 (technical)

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## **I. PURPOSE & INTENT**

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

## **II. APPLICABILITY & AUTHORITY**

This Policy does not apply to the USF Health Colleges of **Medicine, Nursing and Pharmacy**.

## **III. STATEMENT OF POLICY**

### **A. Testing in General**

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

The instructor has the responsibility of maintaining a fair and impartial testing and examination procedure, has the right to define and structure the testing process, and shall not be restricted as to form, style, or content of the examination. It is USF policy that all students facing an examination (of any type) shall have equal notice of said examination. USF regards the routine use of all or part of the same formal examination for successive academic terms as unsound policy except when used with adequate safeguards such as a random selection of questions from a large pool.

## **B. Test Free Week:**

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

During the Test Free Week period, regular lectures are expected to continue, including the introduction of new content, as deemed appropriate by the instructor. However, **no exams will be given**. Quizzes of no more than 10 short answer questions that can be taken in 15 minutes or less are allowable to cover new material introduced during the Test Free Week. Due dates for mandatory graded submissions of any kind (i.e., papers, presentations, projects, and practicums) that fall within Test Free Week must be listed on the syllabus provided at the start of the course. Mandatory final examinations may not be given during the Test Free Week period. Refer to the Office of the Registrar's website for specific dates and calendars for each academic term.

## **C. Final Course Examinations**

The last six (6) days of the Fall and Spring semesters shall be set aside for final examinations and any final examination of a comprehensive nature must be given during this designated period. The length of the final exam will be at the discretion of the instructor, however, no more than two hours shall be allotted for each final examination.

1. **Final Exam Matrix:** The Final Exam Matrix is designed to facilitate a conflict free schedule for greater student success in the exam process. The Office of the Registrar provides the Matrix and all courses must comply with the Matrix as it is published with no deviations. All make-up exams, either for block exams or the individual exams will be scheduled during the time period allotted for students that require a make-up exam.
2. **Conflicts:** If a student has a direct conflict of scheduled examinations that are scheduled according to the Final Exam Matrix, the student may petition the appropriate instructor to reschedule one of the student's examinations. If a student has three or more examinations scheduled on the same day, the student may petition the appropriate instructor to reschedule one of the student's examinations, or the student may elect to take all exams on the same day. If a make-up exam is requested, it will be scheduled during the make-up exam time as posted on the Final Exam Matrix.

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

- a. If a student has an exam conflict between courses offered on different campuses, the course on the student's home campus has priority.

- b. Block finals have priority over non-block finals. When two block finals conflict, the higher numbered course takes priority.
- c. Apart from block finals priority, examinations for graduate level courses have priority over examinations for undergraduate level courses.
- d. Apart from block finals priority and within the level of the courses, undergraduate or graduate, examinations for numerically higher numbered courses have a priority over lower numbered courses.
- e. If after applying items 1 through 4, there remains a conflict, priority shall be given to the course with the prefix closest to the beginning of the alphabet.
- f. The instructor of the course not receiving priority shall provide for a make-up exam either in accordance with the designated make-up exam periods or at a mutually acceptable time for both the instructor and the student during the exam period.

The final examination schedule shall be published prior to the start of the applicable semester on the Office of the Registrar's website.

**\*Current Responsible Office: Academic Affairs**

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

*History: New 11-28-79, Amended 2-22-18 (technical), 6-18-20, 8-26-20 (technical).*

*Consolidation Amendments Effective: 7-1-20*