



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Final Examinations
Procedure Number: 07-2003-0007
Board Policy Reference: IV.B.1

Accountable Administrator: Vice President, Instruction
Position responsible for updating: Vice President, Instruction
Original Date: 11/15/72
Date Approved by Cabinet:
Authorizing Signature: *signed original in file*
Dated: 12-09-03
Date Posted on Web: 08-10-09
Revised: 09-08
Reviewed: 09-13

Purpose/Principle/Definitions:

All final examinations are scheduled for two (2) hours. A copy of the final examination schedule is available to all instructors. Each instructor should inform students in his/her class when their final examination will be given (dates and hours) and in what room.

It is expected that each instructor will make frequent evaluation of the students' work so that at all times he/she will be aware of their progress in the course. The final examination should encourage a summing up of the course by the students and aid the instructor in evaluating students' achievement. Where no formal final examination is given, the instructor must meet his/her class for a final summing up, according to the final examination schedule.

All final examinations will be given in conformity with the official examination schedule. Any exceptions due to unavoidable circumstances must have the written approval of the appropriate vice president in the Office of Instruction.