

## **Examination Guideline Process**

(Revised January 29, 1999)

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While the design and administration of appropriate examinations is the professional prerogative of each faculty person, the College of Business offers suggested guidelines for administering examinations. The guidelines are consistent with the College's mission to engage in "special concern for student learning."

Examination format should include parts that require students to analyze problems, to organize thoughts, to develop solutions, and to write effectively.

Examinations should be developed, administered, graded, and recorded by the faculty person. Assistance in scoring objective examinations and like materials is an obvious exception to this guideline.

Examination integrity should be assured through appropriate handling procedures.

Examinations for multiple section courses should generally be different enough to discourage student information exchanges.

Evidence of coverage of strategic curriculum topics, such as perspectives (globalization, ethics, etc.) should be reflected in examinations or through some other techniques.

Faculty must adhere to the final exam schedule published in the class schedule booklet for each academic term.