

EXAMINATIONS AND GRADES

Policies on Examinations

Preamble

The following policies represent an understanding between faculty and student concerning an important but often stressful period, especially at the conclusion of each academic semester and at mid-semester. There should be no expectation that the following points will cover every conceivable situation. The student should anticipate the demands of the exam schedule, plan accordingly and early, and be prepared. The faculty should recognize that the student is encumbered with many tightly orchestrated and intensive obligations during this period over which he or she has no control: expectations should be reasonably consistent with the number of course units and, of course, should be made known to the student well in advance of the final examination period, preferably as part of the course syllabus.

In order to help students plan their time and study optimally for examinations, this document lays out in some detail the policies regarding final and in-term examinations. Instructors are requested to provide notification of the major in-term examinations in the course syllabus. The final examination date is posted early in the semester. It is the responsibility of the student to give his or her instructor sufficient notice and to work with the instructor to reschedule examinations if this is needed.

Definitions

- NYU Shanghai's official final examination period begins on the reading day immediately following the last day of classes and continues through the last day of scheduled final examinations, with the exception of reading day(s).
- Scheduled final examinations are those scheduled by the Registrar. An instructor may choose not to fix a schedule for final examination, but instead allow each student to choose the examination time; such exams are called self-scheduled examinations.
- Final examinations can either be comprehensive, covering all course materials, or non-comprehensive, covering only a part of the course.
- Major examinations during the semester are referred to here as in-term examinations.

In-term Examinations

In-term exams may only occur during regularly scheduled class hours. This means that exams may not run longer than the regular class period for the course and that instructors may not schedule alternative exam times. It is possible to administer an exam that takes longer than scheduled class times if the instructor divides the test into two parts and students take them over different class dates.

The only exception to the in-term testing policy is for students with registered academic accommodations that cause them to need additional time for tests.

Final Examinations

1. All scheduled final examinations are held at the end of the semester during NYU Shanghai's official final examination period. The last day of a class is not normally used for a final examination. Comprehensive final examinations are not required for each course, but are given at the option of the instructor. The reading day and weekend preceding the examination days are not used for examination purposes of any kind, unless a student chooses (and the instructor agrees) to take a self-scheduled examination during this time. Non-comprehensive final examinations or final projects (but not both) are allowed during this final examination period only in courses that do not give a final comprehensive examination.
2. Instructors return all work assigned no later than the last regular day of classes in courses for which there is a final examination. In cases when this is not possible, an answer key, solution sets or equivalent feedback should be provided unless the final examination will not cover material in work that has not been returned.
3. No other coursework, including laboratory or studio work, will be due during the final examination period unless it is assigned in advance and in lieu of the course's final examination. Regardless of whether there is a final examination in the course, no classes other than review sessions are held during the final examination period. Review sessions are scheduled for optimal attendance, and a serious effort should be made to accommodate students who cannot attend. In appreciation of the time required to prepare for final examinations, no other examinations, portfolio reviews, critiques or juries shall be scheduled for the last class day of a course with a final examination.
4. Instructors do not exert or submit to pressures to move an examination so that students can leave earlier nor pressure students to take an examination on a reading day or weekend preceding the final examinations period.
5. No student is required to take more than two scheduled final examinations during a 25-hour period. A student who has more than two final examinations scheduled during a 25-hour period or has two final examinations scheduled at the same time should first contact the instructors of the courses for assistance in resolving conflicts. If the problem cannot be resolved by that means, the student should contact the Assistant Dean for Academic Affairs.
6. Students are expected to present themselves at the place assigned at the start of the examination; late arrival will reduce the total time a student has to complete the examination, unless the instructor's course policy indicates otherwise. Instructors reserve the right to require attendance within a specific time period. Students who miss an examination with a reasonable excuse and wish to petition for a make-up final examination should check with the instructor.
7. Any student may review his or her corrected, graded final examination in the presence of an instructor or a teaching assistant. Any controversy arising from this review is dealt with in accordance with NYU Shanghai procedure for the appeal of grades and academic actions. A final examination that is not returned to a student will be kept available until the end of the next semester for review. In the event that the instructor or teaching assistant is not available for the review, the responsibility shall rest with the major leader of the instructor offering the course or his or her designee. Since instructors return all work assigned before the final examinations, they are not responsible for retaining unclaimed coursework.
8. Concerns related to a final examination, complaints about violations of the final examination policy or alterations of the final examination schedule should be directed to the Assistant Dean for Academic Affairs.

NYU Shanghai Student Guidelines for Taking Exams

NYU Shanghai has developed the guidelines below for in-class tests worth 10% or more of the final grade in a class so that students will share a uniform test-taking experience that creates a quiet, less stressful, and fair test site.

1. Tests that are worth more than 10% of the final grade will be held in a room or rooms that provide at least twice as many seats as students enrolled in the class.
2. Students follow an assigned seating chart for the test that randomizes the classroom and seating assignments for students. Students are seated in *every other seat* so that they are not in close proximity to others taking the same exam.
3. The tests are pre-marked with each student's name and assigned seat.
4. Students should arrive at the classroom *at least* 5 minutes before the exam starts.
5. Students must leave their backpacks/purses/bags/laptops at the front of the room – taking with them to their seat only something to write with (no pencil cases are allowed). *If other materials are permitted, the instructor will inform the proctors of specifically what is allowed.*
6. Students must leave all hats, coats, and jackets at the front of the room as well. Students who normally wear scarfs for faith or cultural reasons may do so but must alter to expose ears.
7. An unlabeled bottle of water is permissible; food/gum/candy is not.
8. Any student who is NOT taking the exam should not be in the test room.
9. Proctors are not responsible for supplying any test-taking materials (pencils, calculators, etc.) to students who have arrived unprepared for the exam.
10. All mobile phones should be switched off and left at the front of the room, so that students do not have access to them during the exam. *If a student is found with their mobile phone with them during the exam, this will be considered a violation of the exam guidelines.*
11. A quiet test environment must be maintained. Students are not allowed to speak to each other (even to request to borrow a pencil from another student). If students need to speak, they should raise their hand and wait for the proctor to come over to them and help them with whatever question or problem they have.

12. The start time and finish time will be written on the board at the front of the room. The proctor should update the time remaining (in 15 minutes intervals) throughout the exam on the board so that students may gauge their progress and manage their time during the exam.
13. Any student arriving late will be permitted to take the exam, but they must finish at the pre-arranged time and will not be given any extra time.
14. Students must sit in their assigned seat with their named test. They have to show a proctor their NYU Shanghai University ID if asked.
15. Students in the wrong test room must go to the correct test room even if that means they start the test late.
16. Students cannot move their seat. There needs to be enough space between seats so that the purpose of the *every other seat* protocol is met.
17. Bathroom breaks are permitted only in what the proctor deems is an emergency. When permitted, the back-up/relief proctor will escort the student to and from the bathroom. When this is not possible, the proctor will note the time that the student left the exam room, and when they returned.
18. If a student finishes an exam early, they may leave the room once they have turned in their exam papers. They will not be readmitted once this occurs.
19. In the last 15 minutes of the exam, the remaining time left will be updated in 5 minute intervals.
20. Once time is up, the exam is finished and students must stop working. *The proctor will make a note of individuals who did not stop working when told to and report this to the instructor.*
21. All exam materials (answer sheets, scratch paper, test question paper) are to be collected by the proctor. Students should not leave the room with any test materials.

Penalties for Students Violating the Protocols

- The penalty for the first violation of test protocols (sitting in wrong seat, in possession of non-approved test taking materials, talking, failure to show their NYU Shanghai University ID when requested, etc.) is a letter grade reduction on exam.
- Additional violations or refusal to comply with protocols will lead to additional penalties.
- Test protocol penalties are independent of, and in addition to, penalties for academic integrity violations. Both types of penalties are applied in as confidential a manner as circumstances permit.

Makeup Examinations

When final examinations are missed because of illness, a doctor's note must be presented to the Health & Wellness Center, which can verify the medical situation and inform the instructor. The student must submit a request to the instructor to receive a grade of Incomplete. It is up to the instructor and Academic Affairs to decide if a request for a grade of Incomplete will be granted. The time and place of any makeup examinations are set by the instructor or the major leader.

Incomplete grades received because of a missed final examination must be removed within the semester following the one in which the Incomplete was received. In the case of students who are out of attendance, such grades must be removed within one year after the end of the course concerned. An Incomplete is a temporary grade; if it is not replaced within the time limit by a grade submitted by the course instructor it becomes an F or the default grade indicated by the instructor, and is computed in the grade point average. (Regarding the removal of Incompletes received for missed work other than final examinations, see next page under "Grades" and "Incompletes.")