

Policies of the University of North Texas Health Science Center	Chapter 7
<b>07.503 Exam Administration</b>	Student Affairs, Education, and Funding

### **Policy Statement.**

Examinations are administered at the time and date established by the course director and will be published in the course syllabus and on the semester calendar. Penalties will be imposed for students' failure to arrive and be seated in their assigned seats at the designated start time.

### **Application of Policy.**

All TCOM students

### **Definitions.**

1. Examination Start Time: This is the published time. For example, if the start time of 8:00 AM is published and the examination is delayed by proctors' procedures until 8:10 AM, a student is penalized if he/she is seated after 8:00 AM.

### **Procedures and Responsibilities.**

1. Examinations will be given at the time and date established by the course director.

Responsible Party: TCOM Course Director

2. Students must arrive and be seated in their designated seats or face penalties described in # 4 – 6.

Responsible Party: TCOM Students

3. To determine whether a student is late, Testing and Evaluation Services proctors will monitor the time from the online Official U.S. Time Clock.

Responsible Party: Testing and Evaluation Services Proctors

4. For the first late arrival to an examination in a semester, a student will lose 10% of the total number of raw points on the exam.

Responsible Party: Course Director and Testing and Evaluation Services

5. After the first late arrival to an examination in a semester, a student will receive a 0 (zero) % for any subsequent examinations to which he/she arrives late in that semester.

Responsible Party: Course Director and Testing and Evaluation Services

6. Students who arrive late to an examination will receive no additional time to take the examination. They will be required to stop taking the examination at the published stop time.

Responsible Party: Testing and Evaluation Services Proctors

7. Students who receive testing accommodations will have an examination start and stop time determined by the Student Accommodations Coordinator.

Responsible Party: Center for Academic Performance

**References and Cross-references.**

**Forms and Tools.**

Approved: August 2001

Effective: August 2001

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