

#### 4.9.3.4 Tests and Final Exams

Faculty members unable to make arrangements with students to have quizzes and tests made up in their offices may use the Testing Center, located in AI 206.

**Note:** Faculty are not to administer tests or quizzes through ASQ. The software is not intended for that purpose.

1. **Tests:** Test days may not fall on a day following a one-night Concert, Opera & Drama program, the Monday and Tuesday following Bible Conference, and (except for daily quizzes) on the two class periods before a final exam period.

When planning for the semester, take note of the dates of other events, such as the High School Festival and AACCS national competition. Avoid these times as test dates because of the many residence hall guests. See “Dates to Note” publication issued annually by the vice provost for academic administration’s office.

2. Extended Test Time (ETT) for ESL Students

ETT (which includes both tests and quizzes) for ESL students will be managed through Academic Accommodations and Testing in the Academic Resource Center. ESL students will be granted ETT based on their academic classification each semester:

Freshman: 40% extra time

Sophomore: 30% extra time

Junior: 20% extra time

Senior: No extra time

#### **Classifying ESL students:**

Students who meet the following qualifications will be given ETT:

- 1) Student must self-identify as ESL. This is done at the admissions level.
- 2) Student attended a non-American school system or attended an American school system for less than 2 years.

Students meeting the above qualifications will be flagged in Student Central as *International ESL*.

#### **Procedures for ESL students seeking ETT**

- 1) An ESL student seeking ETT must request accommodations testing letters from the Academic Accommodations department before receiving ETT on any test. The letter indicates to the faculty that the student has been granted ETT.
- 2) Once the student has picked up the letters from Accommodations, the student will deliver each letter to his professors.
- 3) When a student requests ETT, the professor will fill out an accommodations test form, check the box indicating ETT, and deliver the test with the form to Testing. **ALL ETT tests MUST be taken on the original test day or by the end of the next day by 5 PM.** This includes Friday tests since Testing is open on Saturdays.

## **Exceptions to granting ETT**

- 1) Tests that contain less than 50% of written words are exempt from ETT (ex. tests that are comprised of mathematical equations)
- 2) Faculty may override the percent of ETT; however, if an override is given, it is the faculty's responsibility to proctor the test. Testing will enforce the policy guidelines and make no exception for overrides. Overrides should happen on a rare occasion to avoid unfairness to other ESL students.

## **ETT Committee (Appeals Committee)**

ESL students may request an exception to the policy guidelines for ETT by submitting a written request to the ETT Committee. Requests may be made for the following:

1. Review of the percentage of extra time the ESL student is assigned
2. Review of student's ESL status (ex. Student who was not assigned ESL status believes he qualifies for ESL status)

The committee will review the request and make a determination to grant the request. If the request is granted for more time than assigned, the committee will inform Accommodations of its decision, and revised accommodation testing letters will be provided for the student. If the request is granted for ESL status, the committee will inform Accommodations of its decision, and the Accommodations supervisor will submit a request to add the flag of *International ESL* to the student's record in Student Central. Accommodations testing letters will then be provided for the student.

### **3. General Expectations for Final Exam Week:**

- a. Faculty are to give all written final exams to all undergraduate classes. Do not exempt students from final exams because they have a high grade entering the final exam periods.
- b. The last day of a graduate class is the final exam period of final exam week.
- c. Students must take exams during the scheduled day and/or time for their class/section specified in the Calendar of Events or bju.edu or unless prior approval has been secured from the registrar. The registrar serves as the liaison working with faculty, academic deans and Student Life to consider individual student exceptions. If a student asks for permission to take an exam early, please don't indicate that it is fine, but uphold the policy that no exceptions will be made unless approved by the registrar. (Exception: The division of music will give instructions for music lesson examinations.)
- d. Any student who misses a final exam will earn a grade of zero for the exam unless registrar approval is given to take the exam late due to legitimate reasons.
- e. Exam changes are kept to a minimum to assist faculty with the limited turn around for grading and reporting of final grades.

### **4. Exam Changes and Approval/Rescheduling Process**

- a. Exams taken early may not be given prior to the first day of the week of final exams.