

## **XII. EXAMINATIONS**

### **A. Scheduling of Final Examinations**

The class schedules used for student registration will include the final exam dates and times for each course.

Once the class schedules are published and distributed, final examination dates and times may not be changed except by the Dean or the Associate Dean for Academics in consultation with the professor of the course. An individual faculty member may not change the date and/or time of a final examination.

### **B. Design of Final Examinations**

As a part of the testing of scholastic achievement, a written examination of suitable length and complexity, at least 50% of which shall be in essay form, shall be required in every course for which credit is given except for clinical work and except for courses involving extensive written work, such as moot court, trial advocacy, legal writing and drafting, law review, seminars, and individual writing projects.

### **C. Taking Final Exams on Laptop Computers / Examssoft**

Students have the opportunity to take final examinations on their own laptop computers when (1) the Administration has determined Examssoft to be appropriate in a particular course; (2) classrooms that are adequate for Examssoft are available; (3) the faculty member designated the course as an Examssoft course; and (4) the student timely registers to take Examssoft and follows all procedures to assure that his or her computer is properly configured for Examssoft.

Students use Examssoft at their own risk. If a technical difficulty arises with the software or with the student's computer before, during, or after the exam, the student will be required to complete the unfinished portion of the exam by hand. No additional time will be granted due to any technical errors. The professor will grade only the material he or she receives.

Examssoft is not available for courses taught in the two-week summer term. Examssoft may be available for make-up exams provided all of the conditions noted in the above paragraph have been met.

### **D. Midterm Examinations, Tests, Quizzes, and Assignments**

Midterm examinations and other non-final exams, tests, quizzes, and assignments may be scheduled at the discretion of the professor. Students who have reason to take a midterm or test at a time different from the rest of the class must obtain prior permission from the

professor to make up the exam or quiz or other assignment. The professor is responsible for the administration of the make-up exam or quiz or other assignment.

## **E. Make-Up Final Examinations**

This policy and procedure applies to FINAL examinations only.

The policy has been developed for the purpose of providing students with advance notice of the circumstances under which make-up final exams will be permitted. It is intended to promote fairness among students taking exams and consistency in the granting of permission to take make-up final exams. Finally, it is intended to make the administration of make-up final exams predictable and efficient.

The opportunity to take a make-up examination is a privilege conditioned on the student's agreement to conform to the stated limitations of the policy.

The faculty member may delegate to an appropriate person the authority to administer make-up final exams and to develop regulations for that administration.

Whether the make-up final examination is to be the same examination which was administered at the regularly scheduled time is within the discretion of the faculty member.

No student will be permitted to take a make-up final examination because of a grade deficiency.

No make-up final examination will be given prior to the originally scheduled time.

The privilege to take a make-up exam comes within the Chase Student Honor Code. Students scheduled to take a make-up exam should avoid having contact with students who have already completed the exam.

Exam software is available for make-up exams provided the student has properly registered to use software for that exam and the faculty member has designated the course as one for which exam software will be available.

There are two situations in which a make-up of a final exam may be appropriate: where a sudden serious emergency prevents a student from taking a final exam and where the administrative scheduling of the exam time creates a certain type of conflict. Make-up of a final exam is permitted only in the following situations.

### **1. Emergency Situations**

In a situation involving a documented serious emergency, a make-up exam will be permitted. In this situation, the student must notify the Associate Dean for Student

Services of the emergency as soon as is reasonably possible. It will be within the discretion of the Associate Dean for Student Services, in consultation with the Associate Dean for Academics, to determine whether the circumstances justify a make-up exam.

Below is one example of an emergency situation where a make-up final examination normally will be granted: A student has a sudden serious illness which occurs on the day of a final exam which makes it impossible for the student to attend the examination AND the student submits documentation verifying the seriousness of the illness and that the student was incapacitated.

Examples of situations where a make-up examination will normally NOT be granted: employment demands, bar review courses, conflicts with a class at another school, airline flights and schedules, travel/vacation/social plans, medical problems which do not seriously interfere with immediate pre-exam preparation or the student's ability to take the exam on the scheduled exam date.

Application for an excuse from taking the final examination at the regularly scheduled time because of an emergency situation shall be made to the Associate Dean for Student Services, who, in consultation with the Associate Dean for Academics, will make the decision. This application is to be made prior to the regularly scheduled examination time where circumstances permit. Failure to make the application prior to the time of the regularly scheduled examination may result in a denial of the request.

MAKE-UP EXAMS MADE NECESSARY BECAUSE OF EMERGENCY SITUATIONS WILL BE MADE UP ON THE PRE-DETERMINED DATE FOR ADMINISTRATION OF MAKE-UP EXAMS UNLESS THE EMERGENCY CONTINUES THROUGH THAT DATE.

## **2. Conflict Situations**

In situations involving: (a) directly conflicting final exam times, (b) overlapping final exam times, or (c) multiple final exams scheduled on the same date, a student may make up one of the final exams (the determination of which final exam will be the “make-up” final exam will be made by the Associate Dean for Academics) provided that the student submits a Make-Up Exam Request Form to the Associate Dean for Academics by the deadline date (this form will be available on the Registrar’s web page). Students with final exam conflicts who fail to meet this deadline will not be permitted to make up an exam.

Students will be notified of the deadline by which the Make-Up Exam Request Form must be submitted and the dates on which make-up exams will be administered each semester. Notification will be sent to each student's NKU e-mail address and will be included in the course registration packet each semester.

The date for administration of make-up final exams is set a semester in advance. Students who wish to make up a final exam MUST take the make-up exam on the date established,

unless an emergency situation prevents them from doing so. A student who cannot be available on the date set for the administration of the make-up exam should take the exam at the regularly scheduled time.

Students who submit a request to take a make-up exam due to a same-time or same-date or overlapping conflicting exams must **WITHDRAW** their make-up exam request if the conflict disappears prior to the administration of the first exam. For example, if a conflict disappears because the student drops one of the courses that created the conflict, the student must take the examination for the remaining course at the regular time. Failure to do so could be a violation of the Chase Honor Code.

Students who submit a request to take a make-up exam due to a conflict agree that they are available to make up the exam on the date established for make-up examinations.