

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

Policy Manual

SUBJECT: Common Examination Scheduling

NUMBER: Policy II-3 (Formerly Policy II-A-5)

The periods from 6:00 to 7:30 p.m. on Mondays and Wednesdays, and 7:00 to 7:50 a.m. on Thursdays are designated for common examinations. Surbeck Scheduling is responsible for scheduling these periods.

1. The term “common exam” means an exam given simultaneously to several sections of a multiple section course or exams given for multiple courses. Common exams are given to ensure the integrity of the testing environment and to allow all students in a common course to be treated equivalently and fairly during the examination. The common exam period is not to be used for the routine administration of exams for a single section course.
2. Common exams are not to exceed the allotted times as listed above and are not to begin before the designated start time. Common exams are intended as replacements for 1 hour in-class examinations. The extra time is intended primarily for ADA testing purposes and to accommodate forced late arrivals. Forced late arrivals, such as athletes or persons engaged in outside employment, must contact their instructor in advance to discuss the logistics of their late arrival with their instructor. Logistics include but are not limited to time of arrival, room to which the student should report, and time allowed for the examination. Forced late arrivals will be given 50 minutes to complete the exam, unless the 50 minutes extend beyond the allotted common exam period.
3. Common examinations are scheduled on a first-come, first-served basis no more than 2 semesters in advance.
4. Requests must include specific course and section numbers or specific courses.
5. Common exams will be posted to the SD Mines web calendar.
6. Scheduling undergraduate classes during common exam times is by exception and must be approved by the Provost/Vice President for Academic Affairs.
7. This policy does not preclude the right of an instructor to hold an exam at any time that is mutually agreeable to both instructor and all enrolled students.
8. If exams are scheduled outside of normal class periods, a scheduled class period will be cancelled to balance the number of contact hours for the course.
9. Common Examination times, as listed above, are set in conjunction with “Golden Time,” which will run from 4-6:00 PM on Mondays and Wednesdays and 5-7:00 PM on Tuesdays, Thursdays, and Fridays. “Golden Time” also applies to occasions when 6-8:00 AM athletic

activities are necessary and is time set aside for activity usage in which no single-section, required courses are to be scheduled without the written permission of the Provost.

10. Priority registration is to be granted to participants in “Golden Time” activities to ensure that these participants can obtain registration in multi-section courses that do not conflict with “Golden Time” and the Common Examination times.