

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

Policy Manual

SUBJECT: Common Examination Scheduling

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

The normal academic day runs from 8 a.m. to 5 p.m. Monday through Friday. The periods from 4 p.m. to 5 p.m. on Mondays and Wednesdays, and 7 a.m. 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. 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 intended to be utilized for exams of courses with multiple sections and shall not 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 (See number 7). However, ADA accommodation for extended time is expected and required for ADA testing purposes.
3. Common examinations are scheduled on a first-come, first-served basis no more than two (2) semesters in advance. The exam must be scheduled with Surbeck Scheduling by the first day of class for the term in which the exam shall be offered and noted on the course syllabus to give timely notice to students.
4. Requests must include the date, time, specific course(s), and section numbers.
5. Common exams shall be posted to the SD Mines online university calendar.
6. Scheduling undergraduate classes during common exam times is by exception only and must be approved by the Provost/Vice President for Academic Affairs.
7. If exams are scheduled outside of normal class periods, a scheduled class period shall be cancelled to balance the number of contact hours for the course. This cancelled class period must be reflected on the course syllabus and confirmed by the unit’s respective department head.
8. In the event a student is unable to make the scheduled common exam due to extenuating circumstances (e.g. unforeseen circumstances outside of the student’s control), instructors are encouraged to work with the student to schedule the exam at another time.
9. Common Examination times, as listed above, are set in conjunction with “Golden Time,”

which shall run from 6 to 7:50 a.m. Monday, Tuesday, Wednesday and Friday, and 5 to 7:00 p.m. Monday through Friday.

10. Time for athletic activities (i.e. practices, meetings and games) are necessary and Golden Time sets aside time for athletic activity in which no single section, required courses are to be scheduled without the written permission of the Provost.
11. Priority registration is to be granted (as needed) 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 time.