

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

Policy Manual

SUBJECT: Common Examination Scheduling

NUMBER: Policy 2-3 (Formerly Policy II-A-5 and II-3)

REVISED: August 2024

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.

1. Definitions

- a. Americans with Disabilities Act (ADA): a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities.
- b. Common Examination: an exam given simultaneously to several sections of a multiple-section course.
- c. Common Examination Period: Mondays and Wednesdays from 4:00 – 5:00p during the Fall semester and Spring semester.

2. Common Examination Parameters and Requirements

- a. The common examination period shall only 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.
 - i. The utilization of a common examination for courses with multiple sections is optional.
- b. Common exams must be scheduled to fit (start and end) within the common exam period listed above.
- c. Exams administered to students with official ADA accommodations provided through the Accessibility Services office must be done in compliance with the documented accommodation(s).
- d. Common examinations shall be posted to the South Dakota Mines online Campus Calendar.
- e. Courses that utilize a common examinations shall document it in the course syllabus.
- f. If a common examination is scheduled outside of normal class periods, a scheduled class period must be cancelled to ensure an accurate number of contact hours for the

course. The cancelled class period must be documented on the course syllabus and confirmed by the faculty member's Department Head.

- g. In the event a student is unable to attend the scheduled common examination due to extenuating circumstances (e.g., unforeseen circumstances outside of the student's control), faculty are encouraged to work with the student to schedule their exam at another time.

3. Scheduling Common Examinations

- a. Common examinations are scheduled by sending an email to Scheduling & Event Operations staff at SurbeckScheduling@sdsmt.edu. The email must include:
 - i. Date and day of the common exam (must comply with Common Examination Period definition listed above)
 - ii. Start and end time of the common exam (must comply with Common Examination Period definition listed above)
 - iii. Course ID (subject and number; e.g. MATH 123)
 - iv. Section Numbers
- b. Common examinations are scheduled no earlier than two(2) semesters in advance and no later than one week prior to the first day of the semester.
- c. Common examinations are scheduled on a first-come, first-served basis; no exceptions.
- d. Multiple common examinations may not be scheduled on the same date and time unless and until both faculty confirm that there will be no student time conflicts between the courses.
 - i. When a common examination scheduling request is received for the date and time when another common examination is already scheduled, Scheduling & Event Operations staff assist in the process to identify potential student time conflicts by emailing the Course ID and section numbers information of the common examination already scheduled and the common examination being requested to both faculty.
 - ii. The two Faculty collaborate and utilize the information obtained from the Scheduling & Event Operations staff to ascertain if any students enrolled in the two courses would have a time conflict if the common examinations were scheduled on the same date and time.
 - 1. If no students will experience a time conflict, the faculty communicate the information to the Scheduling & Event Operations staff and the second common examination is scheduled.
 - 2. If there are students who will experience a time conflict, the faculty of the second requested common examination must select another date and time for their common examination and submit a new scheduling request email to Scheduling & Event Operations.

**Revision History: Faculty Senate & Office of the Provost. Revised November 2018.
University Cabinet Revised May 2019; May 2021; August 2022; August 2024**

BOR Policy/Committee References: