

Examination Procedures

This document provides important information about examination procedures. While the contents may be familiar to you in a general way, we ask you to pay special attention to the procedures for postponement and preponement of scheduled final examinations and for extensions beyond University deadlines for the submission of end-of-term work other than scheduled examinations. *We use this common set of procedures instead of individual arrangements between students and instructors in the interest of ensuring fair and even-handed treatment for all of our students.* Students will be expected to abide by these procedures, and we ask members of the faculty and assistants-in-instruction to do so as well.

This information is compiled by the Office of the Dean of the College and the Office of the Registrar.

1. Administration of final examinations
 - 1.1 Oversight of examination scheduling
 - 1.2 Scheduled time for examinations
 - 1.3 Honor System
 - 1.4 Seating assignments and leaving the room
 - 1.5 Forbidden items
 - 1.6 Late arrivals
 - 1.7 Special accommodations
 - 1.8 Handing in examinations and recording incompletes
2. Postponement of final examinations
 - 2.1 Authorizing postponement of an examination of up to 24 hours
 - 2.2 Authorizing postponement of an examination of more than 24 hours
 - 2.3 Rescheduling an examination
3. Illness and final examinations
 - 3.1 A student falls sick before an examination
 - 3.2 A student falls sick during an examination
4. Preponement of final examinations
5. Reporting of final grades
 - 5.1 Submitting grades online
 - 5.2 Pass/D/Fail
 - 5.3 Auditors
 - 5.4 Filing A+ or F grades
 - 5.5 Viewing final grades and addressing questions
6. Contact information

1. Administration of final examinations

1.1 Oversight of examination scheduling: Assignments of the time and place of final examinations or any changes in them are centrally administered through the Office of the Registrar.

1.2 Scheduled time for examinations: Examinations should begin and end during the three-hour scheduled time period.

1.3 Honor System: The Honor Pledge, which all faculty and departments are asked to have printed on each examination, should be written in full by each student and signed. The pledge is: "I pledge my honor that I have not violated the Honor Code during this examination." It is the responsibility of faculty members to report possible breaches of the Honor System to the Honor Committee or to the dean of undergraduate students.

These procedures are important to the integrity of the Honor System, which is a central part of undergraduate education at Princeton. The success of the Honor System depends upon the seriousness with which students abide by it, the cooperation of the faculty, and the use of consistent procedures. A full discussion of the Honor System is given in the "Undergraduate Announcement," and the procedures for tests and examinations are described in the "Rules and Procedures of the Faculty." Questions concerning the Honor System should be addressed to the Honor Committee, honor@princeton.edu or to the associate dean of undergraduate students.

1.4 Seating assignments and leaving the room: Students should be seated alternately in the assigned room. Students may leave the examination room to take a short break, but they may not take their examinations with them.

1.5 Forbidden items: Laptop computers and handheld electronic communications devices (e.g., cell phones, iPods, BlackBerrys, iPhones, etc.) are forbidden in final examination rooms unless specifically required/approved by the professor of the course. Students may not wear headphones attached to tape recorders or radios during examinations.

1.6 Late arrivals: A student who arrives late at an examination but within 30 minutes of the scheduled start time will be given the examination and permitted to complete as much work as possible during the remaining time.

A student who arrives more than 30 minutes late for an exam, or misses the exam altogether, may be permitted to take a makeup exam under certain conditions. The student may, of course, choose to complete the exam in the allotted time remaining. A student who

wishes to pursue the possibility of a makeup exam must report immediately to his or her residential college dean. The dean, in consultation with the course professor, will determine whether the student is in good standing in the course and whether the student is eligible for a makeup exam. If the dean is not available, the student must report to the deputy registrar, who will arrange for the student to take an immediate makeup exam. The student will be notified that he/she has provisional permission for the makeup and that this may result either in a grading penalty or in a revocation of the exam should the dean decide that a makeup was not appropriate. Students who request a late exam will be required to sign a statement testifying to the validity of their claim and their awareness that there will not be a second opportunity for a late exam in any other course. A student who has already taken a makeup for a missed exam in another course and who arrives very late for a second exam has no alternative but to take the exam in the time remaining. If such a student misses a second exam altogether, the student will receive a failing grade for the missed exam.

1.7 Special accommodations: The Office of Disability Services will notify faculty in advance of any student who qualifies for special accommodations, such as extended time on examinations. Any requests for special accommodations brought to the faculty member must be referred to the Office of Disability Services.

1.8 Handing in examinations and recording incompletes: At the conclusion of the examination, the papers should be checked carefully against the class list to ascertain who handed in exams, as well as to establish which students on the list did not hand in exams. Students who did not hand in exams should be reported immediately to the Office of the Registrar. Where "Incompletes" (postponements) have not been authorized by letter from the Office of the Dean of the College, the examination should be counted as a failure when the final grade is computed. Unauthorized "Incompletes" and missing grades are recorded as Fs by the Office of the Registrar.

2. Postponement of final examinations

Individual faculty members may not authorize postponements or preponements of final examinations

2.1 Authorizing postponement of an examination of up to 24 hours: Only the Office of the Registrar may authorize a postponement of a scheduled final examination for individual students of up to 24 hours after the scheduled time only for compelling reasons, such as religious days, personal emergencies or an unusually crowded examination schedule (two exams in one day).

Students who have been approved by the Office of the Registrar to postpone an examination must present their application to the instructor at least 48 hours prior to the examination, except in the event of illness or personal emergency.

2.2 Authorizing postponement of an examination of more than 24 hours:

Only the Office of the Dean of the College, acting for the Committee on Examinations and Standing, may authorize postponements of more than 24 hours. Postponements of more than 24 hours normally are granted only because of illness or other compelling reasons essentially outside the student's control. The Office of the Registrar reschedules fall-term postponements of more than 24 hours during the third week of the spring term. A new examination must be prepared for such postponements.

2.3 Rescheduling an examination: Examinations rescheduled to the weekend (Saturday or Sunday) for religious or other reasons are the responsibility of the Office of the Registrar. Faculty members will supply a copy of the examination to the Office of the Registrar by Friday at noon so that the test can be administered. It will be returned to the department on the next business day.

3. Illness and final examinations

3.1 A student falls sick before an examination: A student who feels too sick to take an examination must report to McCosh Infirmary prior to the scheduled examination time and contact the Acting Deputy Registrar Jonathan LeBouef (jlebouef@princeton.edu; 609-258-3363). If McCosh confirms to the deputy registrar that the student is incapable of taking the examination at that time, there are two possible outcomes. If the student recovers sufficiently, he or she may take the same examination within 24 hours of the originally scheduled time. The deputy registrar will notify the student of the new time and place of the rescheduled examination. If the student is so ill that a long-term postponement is needed, the student should contact his or her dean as well as the deputy registrar. All fall-term examinations postponed more than 24 hours are rescheduled by the Office of the Registrar for the third week of the spring term. All spring-term examinations postponed more than 24 hours are rescheduled in early September.

3.2 A student falls sick during an examination: A student who begins an examination will, except in the rarest of circumstances, be held accountable for taking the examination and will be assigned a grade based on the work completed on that examination. Therefore, any student who becomes ill during an examination should try his or her best to complete it. A student whose condition is so serious that it requires urgent medical attention should report immediately to McCosh Infirmary and then notify the deputy registrar, as well as his or her residential college dean or assistant dean of studies, as soon as possible. Students should be aware that falling ill during an examination will rarely be cause for rescheduling. If a student has begun to take an examination at the scheduled time, his or her grade will not subsequently be altered on the grounds of poor health or other problems.

4. Preponement of final examinations

Postponement is the normal alternative to the regular examination schedule. An examination may be given earlier than scheduled only when specifically authorized. Ordinarily, preponements are granted only for reasons essentially outside the student's control, not for reasons of personal convenience. A new examination must be prepared for preponements of more than 24 hours.

The Office of the Registrar may authorize an individual student to take a scheduled final examination less than 24 hours before the scheduled time. Only the Office of the Dean of the College may authorize preponements more than 24 hours.

Individual faculty members may not authorize postponements or preponements of final examinations.

5. Reporting of final grades

5.1 Submitting grades online: Faculty members submit grades online at <http://www.princeton.edu/hrsa>. The registrar will notify the faculty and academic departments when their online grade rosters are available for grade submission. Grade changes, including late grades intended to replace authorized "Incompletes," are also done online via the "Grade Change" link on the Teaching and Advising website at <http://www.princeton.edu/hrsa>.

5.2 Pass/D/Fail: If a student has chosen a Pass/D/Fail grading option, the Office of the Registrar will convert a grade of C- or above to a P. Grades of D and F will be recorded as submitted.

5.3 Auditors: Instructors should report the grade of "AUD" for students whose grading basis shows AUDIT and have successfully met minimum audit requirements for the course. For students who did NOT complete the work required for the audit, the faculty should report the grade of "DRP" on the roster and the course will be dropped from the student's record.

5.4 Filing A+ or F grades: Faculty who assign a final course grade of A+ or F to an undergraduate must simultaneously file an A+ or a Failure Statement for each student. Such statements must be submitted by the instructor-in-charge of the course. The site for submitting A+/Failure Statements is <https://odocweb.princeton.edu/saf>. When you log in with your NetID and email password, you will be presented with a list of the courses you taught this term. Click on each course to display the list of enrolled students, and select the student for whom you wish to send a statement.

A+ and Failure Statements for the A.B. Junior Independent Work, Senior Thesis and Senior Departmental Exam should be submitted on paper. Forms are available in your departmental office, and you may send completed forms via campus mail to the Office of the Registrar.

5.5 Viewing final grades and addressing questions: Students may view a report of their final grades online. Questions concerning final course grades may be addressed to the Office of the Dean of the College or the Office of the Registrar.

6. Contact information

If you have questions about these procedures, please do not hesitate to call the Office of the Dean of the College (609-258-5519) or the Office of the Registrar (609-258-3361).