

Test Guidelines for Students

- Students are to be informed in writing at the beginning of the semester of all testing dates and times and notified in writing and/or D2L of any subsequent changes to testing schedule.
- Students should be given clear criteria in the syllabus for the grading and the weight of each test on the final grade at the beginning of the course.
- Students may not use texts or references during exams unless otherwise specified by the faculty.
- Only one un-proctored exam may be administered per course. The maximum window of time for un-proctored or take-home exams to be completed is 36 hours.
- Only one (1) make-up exam will be allowed per course with extraordinary circumstances. . Examples of extraordinary circumstances may include personal illness, hospitalization of an immediate family member, birth of a child, death in the immediate family, court appearance, military duty, ETSU/CON sponsored activities. (**Definitions** Immediate family - shall be deemed to include 1) spouse; 2) child, step-child; 3) parent, step-parent, foster parent, parent-in-law; 4) sibling(s); 5) grandparents and grandchildren and: 6) other members of the family who reside within the home.)
- Make-up exams must be completed within 48 hours (excluding weekends and holidays) of the original exam date and time. Extensions past 48 hours may be granted at the discretion of the faculty. Exams not made up within the 48 hours or designated time approved by faculty will result in a zero.
- Students must notify the exam/quiz proctor of testing issues prior to completion of the exam/quiz.
- Students will not have the option of backward navigation to return to a question once an answer has been submitted.