

E. FINAL EXAMINATIONS

The overarching purpose of final examinations at Longwood University is to facilitate learning in a manner consistent with the pedagogy of each course, and in a way that is appropriate to the subject matter of each course. The evaluation of learning is considered to be an integral part of the educational experience for all students and the constructive use of valid evaluation measures, including examinations, papers, and presentations, not only provides assessments of learning outcomes, it also becomes part of the learning process itself. .

Final Examination Policies

1. The final examination schedule shall be published with the schedule of classes for each semester. During regular semesters, four (4) two and one-half-hour examinations are scheduled each day. For courses held during the summer or any other non-traditional block of time, examinations are held during the regularly scheduled class period on the last day of each term. One reading day will precede the examination period, except for courses held during the summer or any other non-traditional block of time. No assignments shall be due on a reading day.
2. Faculty members must require that a final culminating assignment (e.g., exam, term paper, oral presentation, project report) be conducted or due during the final examination period established for the course. The final culminating assignment for a course shall be due by, and no earlier than, the end of the examination period published by the Registrar. Exceptions must be approved by the Dean of the appropriate College.
3. Students must be informed of the nature and timing of the final culminating assignment at the beginning of the semester via the syllabus. Final culminating assignments (other than exams given during the exam period) must be distributed to students at least one week before the final exam period so that students can coordinate them with preparation for other examinations. This policy does not apply to summer or any other courses offered in a non-traditional block of time.
4. When students have in excess of two exams per day they may request that exams be rescheduled. The student should make the request prior to the last week of the semester.
5. For final culminating assignments conducted face-to-face during the scheduled final exam time, the instructor or a qualified proxy should be available during the examination period to hand out materials, collect materials, and make necessary explanations.
6. Examination and semester grades are confidential and must not be posted.
7. This final examination policy should be published each year in the [Catalog](#).

References: Minutes of the Longwood Faculty, February 2, 1949; May 3, 1967; January 4, 1972; September 26, 1977; April 24, 1980; Organization of Teaching Faculty, April 25, 1985; College Council, March 26, 1992 ; Board of Visitors, June 15, 2001; Faculty Senate, October 10, 2019.