

Exam Period

All self-scheduled exams must be administered by the Registrar's Office during the designated exam period.

If it is necessary for a student to take an exam at a later time and the professor agrees, the professor should submit an Incomplete "I" grade and the exam may be taken during the makeup exam period at the beginning of the following semester.

If the makeup exam is self-scheduled, she may take her exam during the designated times during the first two weeks of the next semester. The exam is administered only by the Registrar's Office.

If the makeup exam is a scheduled exam, it is up to the professor to schedule and administer the exam.

Honor Code

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The success of the self-scheduled exams depends on the commitment to the Honor Code. The student is allowed to discuss exams with professors, Heads of House, Class Deans and counselors at the Stone Center. Discussion among students of the difficulty, content, format, or any aspect of any final exam is expressly forbidden. Any suspected Honor Code violations are brought to the attention of the student in question and then reported to the Chief Justice or the Clerk of the Court.

For more information on the Honor Code see:
<http://www.wellesley.edu/GeneralJudiciary/index.html>
Email: regoffice@wellesley.edu

Self-Scheduled Exams

Pickup Information

Completed self-scheduled exams may be picked up by faculty at the Registrar's Office, GRH-336, for the Founders Exam Center OR the Science Center Office, SCI-139, for the Science Exam Center. Exams will be ready for pickup starting on the afternoon of the first day of exams and running through the entire exam period. Pickup periods after the first day of for the Registrar's Office exams are 9:30-10:30 a.m. or 2:00-3:00pm or 4:10-4:30 only. In addition, on the last day of exams, exams may be picked up between 4:30-5:00pm.

By vote of the Academic Review Board, completed exams may not be sent to instructors by mail. Faculty should make periodic collections rather than leaving them all until the last day.

Final papers are due by the last day of exams at 4:30pm to the professor. After that date, students are instructed to submit final papers to the Registrar's Office in person or by certified return receipt mail. The Registrar's Office will notify the professor to pick up the work.

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Maintained by: C. Voorhees

Wellesley College ***Self-Scheduled*** ***Exam System***



Registrar's Home Page

<http://www.wellesley.edu/Registrar/menu.html>

Self-Scheduled Exams Schedule **Scheduled Exams Schedule**

<http://www.wellesley.edu/Registrar/Menupage6.html>

Honor Code Information

<http://www.wellesley.edu/GeneralJudiciary/index.html>

There are many options for final exams at Wellesley College. The professor can opt for a scheduled exam, self-scheduled exam, take-home exam, final paper, or neither exam nor final paper. An exam specification sheet is sent to each department at the beginning of each semester.

Explanation of Self-Scheduled Exam System

Self-Scheduled exams are designed to allow students to determine their own exam schedule. They are offered in ten time slots (morning slot or afternoon slot) over a 5-day exam period and students may choose to take any exam in any time slot. Students may pick up exams any time during the one-half hour preceding each official start time (official start time: 9:00am or 1:30pm).

The student must present ID and a completed registration card. After the student receives an exam envelope marked with her name and time it was given out, the student has 2.5 hours from the marked time to complete the exam and return it to the proctor. If the student arrives after the official exam start time, she will lose time and must turn it in at the end of the exam end time (official end time: 11:30am or 4:00pm). Students take closed book or open book exams accordingly in marked classrooms. Cell phones and Ipods are not permitted.

Self-Scheduled Exam locations and times for the current semester are on the web at:

<http://www.wellesley.edu/Registrar/menu.html>

Explanation of Exam Specification Sheet

Each semester, a final exam specification sheet is sent to each department with a list of courses for that department. The professor should check to make sure courses are listed correctly and select the final exam option for that course. Blue books can also be ordered on the sheet for a scheduled or a self-scheduled exam. If the exam is planned before the last day of classes, it is up to the department to supply blue books. If the exam is self-scheduled, please indicate on the form if it is an open or closed book exam.

▣ **Open book exam:** Includes the use of books, notebooks, note cards, papers, prepared questions, etc.

▣ **Closed book exam:** Students are not permitted to take any written or printed material into these exam rooms. The professor should specify if the use of a calculator is permitted.

Exam Options For Faculty

- ▣ **Scheduled Exams** are held during the official exam week after classes are over for the semester. They are administered by faculty. The Registrar's Office schedules the exams at a specific time and place during the first three days of the exam period. If the professor plans to give a final exam before the end of classes, this is not considered a scheduled exam through the Registrar's Office because it does not fall within the official exam week.
- ▣ **Self-Scheduled Exams** are administered by the Registrar's Office. The student must take the exam during the official exam week, but may choose which of the 10 exam periods to use. Students are not allowed to take self-scheduled exams early before the official exam period. Faculty must have exams stuffed by the deadline given by the Registrar's Office. Exam pickup time and place is posted for faculty on Faculty/Staff conference. Periodic collection of exams is recommended.
- ▣ **Take-Home Exams** or Final Papers are administered by the faculty. Legislation states that a take-home or final paper must be announced by faculty at least five weeks in advance. Take-home or final papers are due no later than the last day of the official exam period.
- ▣ **Neither Exam Nor Final Paper** assumes all work is completed by the last day of classes. Please note that term papers, due the last day of classes are to be assigned no later than three weeks before the last day of classes.