

Examinations

Examinations and Final Exams Policy

General Policy

Examinations are part of the education process and serve to assess students' academic performance in courses. Instructors determine the format and schedule of tests and assignments during the semester. Tests and midterm examinations are normally given during the assigned class hours. The Department Chair or Dean must approve any significant deviation from this procedure. Faculty comments on written assignments and projects are integral to the development of students' writing and analytical skills. Therefore, it is expected, for pedagogical reasons, that faculty members return students' work in a timely fashion. Furthermore, faculty members are responsible for returning papers and examinations directly to students.

Study Days and Final Exams

The University normally designates 2–3 days between the end of classes and the beginning of the final examination period each semester as study days (see the Academic Calendar (<https://registrar.georgetown.edu/academic-calendar/maincampus/>) for the specific dates). During study days, no work, assignments, projects, papers, or exams, may be due providing students undisturbed time to prepare for final exams and assessments.

The final substantive assessment in a course (exam, take-home exam, project, paper, etc.) must be due during the final examination period, and sit-down examinations must be offered according to the Registrar's schedule. Altering the examination schedule, or scheduling a final examination or assessment at any other time, deprives students of study days and effectively shortens the instructional semester.

Individualized Final Assessments, Oral Exams & Presentations

- Oral Exam or Presentations with an Accompanying Graded Paper:
 - The oral exam or presentation may occur during the last week of class.
 - The accompanying paper must be due after study days, following the Registrar's schedule.
- Oral Exams or Final Presentations without an Accompanying Graded Paper/Assessment:
 - May be scheduled by appointment after the last class through the last day of finals on a day that will not create a conflict exam scenario for students.
 - Cannot be scheduled on study days or replace the last class session.

1. two examinations scheduled at the same time;
2. three examinations on one calendar day,
3. three examinations in successive time-slots over two days.

Conflict exams are rescheduled and administered by undergraduate students' decanal advisor or graduate students' Graduate Program Director or designee, who will notify faculty of any conflicts. They may be scheduled according to the registrar's assigned conflict exam date or by individual or group appointment within the exam period.

Conflict Exams

Students will occasionally encounter conflicts in the final examination schedule that qualify for administrative relief. The following cases, and only the following cases, are grounds for conflict exam relief :