

Examination Best Practices

(may not apply to all situations)

The following are a series of guidelines recommended by the UGSC. These are simply recommendations and not requirements. If a member of the faculty chooses to implement them, they should expect the support from the upper administration. Faculty should also communicate to students clearly any policies relating to examinations.

Exam Preparation

- Faculty, not TAs, should prepare all exams
- Faculty should alter exam questions/answers and projects from previous terms, if possible from the last three years
- Alternative forms of the exam should be created i.e. different order of multiple choice exam.

Exam Proctoring

- A faculty member should be present during exams. TAs should be asked to help proctor large classes.
- Multiple versions of the exam should be given for large classes where students cannot be spaced out. Four versions ensure that no two students next to each other have the same version.
- Students should be told what is and is not allowed to be brought with them. Examples include electronic devices (including cell phones) and formula sheets.
- Students should be told they cannot leave the room for any reason during the exam.
- All books/bags should be set aside from the seating area.
- Non-programmable calculators should be made available if needed.
- Extra rooms for large classes may be reserved for exams. 2-3 weeks' notice is usually required.
- Check student IDs.
- Monitor the number of exams handed out and turned in. Keep a record of students attending and turning in the exam.
- Random seating assignments should be utilized and recorded.

Exam Grading

- Faculty should grade exams or provide TAs with detailed answer key and grading rubric.
- Copies of exams should be made before returning to the students.