



College of Veterinary Medicine Policies and Procedures

Subject: Academic Records –
Examinations and
Grades

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Academic Records—Examinations and Grades

Responsibilities:

1. The primary responsibility of the veterinary faculty is to create an educational environment that maximizes student development.
2. The teaching faculty is responsible for certification of the student's learning activities.
3. The Office of Academic Affairs is responsible for assisting students with registration and other campus requirements.
4. The faculty and the Office of Academic Affairs are charged with the total responsibility of security for the examinations and the examination processes.
5. The Office of Academic Affairs must maintain the integrity of the test question pool and the grades achieved by the student.
6. The Office of Academic Affairs supports the faculty of each phase, maintaining an accurate reporting system in concurrence with university requirements.

Guidelines for Administering Examinations

Examinations will be administered in a testing environment that is free of noise and other distractions. To help assure these conditions, each student must show utmost respect and consideration for fellow students.

Written and Practical Examinations

1. Before beginning examinations, all desks should be clear. (Desks should remain cleared throughout the examination.)
2. Class officers may be asked to distribute all exam materials in the most efficient and orderly manner.
3. No student should open exam folders before all students have received testing materials, and the faculty proctor has given instructions to begin the exam.
4. Students are never to take exam materials from the room unless instructed to do so by the faculty proctor as in cases where the exam may require movement to laboratory set-ups.
5. Any questions that may arise during the examination must be directed to the faculty proctor.
6. During the allotted time for testing, students will not be allowed back in the examination room after their exams are submitted.

7. Each course leader will determine how their exams will be proctored.
8. Proctors have the authority to deal with any unprofessional behaviors (such as disrupting the class or cheating). In the event of cheating the proctor will document the infraction in writing, notify the student at the end of the examination of the infraction, and follow university procedures for handling academic misconduct.

CVM Policy for Examinations and Examination Reviews

MSU-CVM has adopted the following policies to ensure academic integrity during examinations and examination review sessions. Violations of these policies are considered to be academic dishonesty and will result in sanctions.

During written examinations and examination review sessions, the following are not allowed in the examination room:

- Cellular phones and smart phones, or any recording device
- Personal computers and tablet computers (e.g., iPads)
- Personal calculators
- Note cards and papers
- Books
- Food
- Drinks in open containers

Backpacks, briefcases, and handbags may be placed in the back of the examination room, and must remain inaccessible to the student.

When required for the examination and/or when requested by the student, CVM Academic Affairs will provide:

- Calculators
- Scratch paper
- Pencils

Copying of examination questions and photographing of examinations are violations of the Honor Code.

All Phase 1 examinations are scheduled to begin at 7:30 AM and to end at 8:50 AM.

CVM-MSU Policy on Accommodations for Extra Time for Examinations

Copies of the examination will be made available to students with appropriate accommodations at 6:45 AM. All exams must be completed by 8:50 AM. Students who require accommodations during examinations should contact Student Support Services

Oral Examinations

Students may be examined orally by the faculty for evaluation of knowledge, skill, and cognitive process. The examination environment will vary and may include live or simulated patients and/or clients. Students will be notified in advance of appropriate attire and whether they are expected to bring any equipment or resources to the examination. Generally, all equipment, resources, and exhibits will be provided by the examiner. The examiner's written assessment of the student will be submitted to the Office of Academic Affairs.

Student Access Hours to the Office of Academic Affairs

Normal student access hours to the Office of Academic Affairs are 7:30 a.m. - 5:00 p.m. The Office of Academic Affairs reserves the right to post and enforce limited access hours during periods of examination preparation and grading.

Timing Examinations

The time allowed for taking the exam should not be indefinite or unlimited; otherwise, inherent problems negate the impartiality of the procedure and may reduce the dependability of specific assessments. Examinations will begin and end at the designated time published in the class schedule. To assure, as much as possible, that students will have ample time to complete the exam, the course leader will carefully gauge the length of each exam for the established time period. Students arriving late for an examination will be given until the published ending time to complete the examination. No extra time for being late will be added to the examination period, except where an appropriate excuse is approved.

Policy on Maintenance of Examination Items

As part of the university's grade appeal policy, faculty members are required to keep records on grades, examinations, projects, term papers, and other pertinent material not returned to the students on file for a minimum of six months.

Policy on Tardiness or Absenteeism

Tardiness and unexcused absenteeism are undesirable behaviors in a professional curriculum. Repeated tardiness and absenteeism may be grounds for disciplinary action. The impact of tardiness and absenteeism is especially significant during examinations.

Tardy students cannot expect extension of time to complete a time-limited exam.

Excused absences from examinations will be limited to medical problems, family emergency, or extreme extenuating circumstances. Students with an excused absence from an examination must make arrangements for a repeat of the examination through the appropriate course leader. Unexcused absence from an exam results in a grade of zero for the exam.

Policy on Feedback on Student Examinations

Students will be provided timely feedback on examinations. Course leaders will establish timelines for grading papers and communicate this to course members and students. Examinations will usually be returned for student review within 2 weeks.

Approved: Kent H. Hoblet 9-25-2017
Kent H. Hoblet, Dean Date