

EXAMINATION POLICIES

- (1) **Three Examinations:** Exams I & II are held in the evening on the dates and at the times listed in the course syllabus; Exam III will be held during Final Exam week at a place and at the time announced by the Office of Admissions and Records as the end of the semester draws near.
- (2) **Examination Logistics:** All three exams in this course are “closed-book.” The only items you are allowed to bring to your seat during the test are writing implements (pens, pencils, erasers) and your test paper. If you bring a backpack, briefcase, satchel, gym bag, purse, bookbag, etc. with you to the examination room, you will be required to leave it (and all of your class notes, study sheets, textbooks, etc.) at the front or sides of the room before the test commences and during the test. During examinations, you are not allowed to wear, or to bring to your seat, any headgear (hats, baseball caps, visors, berets, etc., except for head gear worn for religious reasons, e.g. yarmulkes, hijabs or turbans). Also, no calculators will be required for any examination in this course, so you are not allowed to bring to your seat a calculator, cell phone, pager, iPod™ or any other sort of electronic device. Bring your Cal Student (picture) ID card.
- (3) **Make-up Examinations:** There will be **no** make-up tests for any of the three exams. (Individual requests to schedule an examination for an alternative time to accommodate a student’s religious creed, or requests for extra time to accommodate a learning disability, must be submitted with documentation to the faculty member responsible for administering the examination at least one week in advance of the test.)
- (4) **Missed Examinations:** A student will not be penalized for a missed examination provided that the following two conditions hold: (a) the student provides the faculty instructor with an acceptable written excuse (see item 5 below) no later than 2 days after the date on which the test was given; and, (b) the test that was missed is completed satisfactorily as a take-home problem set and returned to the faculty instructor no later than 5 PM of the third day after the examination was given. To be completed satisfactorily, the student’s score on the take-home test must be at or above the class median for the examination. If completed satisfactorily and the excuse was acceptable, at the end of the semester, the missed exam will be given a score that is the average of the student’s performance on the other two exams, and then used to calculate the final grade. If the missed exam is not completed satisfactorily as a problem set, or the excuse was not acceptable, a score of zero will be assigned for the missed exam, and the score of zero will be used, along with the student’s scores on the other two exams, to calculate the final grade. If two exams are missed, regardless of the circumstances, a final grade of F will be automatic.
- (5) **Excuses:** The only acceptable excuses for a missed examination are: (a) incapacitating illness or accident (a signed note from a doctor, on stationary that indicates the doctor’s address and telephone number, is required); (b) serious illness or death in the immediate family (a signed note from a parent or guardian, indicating his/her address and telephone number, is required); or, (c) a critical career-related interview at a location outside the Bay Area (a letter from the medical school, graduate school, or prospective employer, on their letterhead stationary, indicating the address and telephone number, is required). Examples of unacceptable excuses include: forgetting the date, time or location of the exam; inadvertently sleeping late; not being able to start your car; missing the bus, or your carpool; BART delays; etc. Resolution of all other situations will be left to the discretion of the faculty instructors.
- (6) **Incompletes:** If the third (“final”) examination is missed, an “I” grade will be assigned, but only when all three of the following conditions hold: (a) the student’s cumulative work in the course up to that time has been of passing quality (C- or better for undergraduates; B or better for graduate students); (b) the third examination was missed for reasons beyond the student’s control (illness, accident, death in family-- see item 5 above); and, (c) the student sees the faculty instructor with an acceptable excuse before final grades are assigned. Details on how to remove an “I” grade are given at the following URL:
<http://catalog.berkeley.edu/policies/grades.html>
- (7) **Regrade Requests:** Requests for re-grading of any part of any exam must be submitted to your GSI, in writing and attached to your examination, within 2 days after the date upon which the examination was returned to the class. ONLY exams written in a single color of indelible ink throughout will be accepted for regrading; any examination written in pencil or using non-indelible (erasable) ink, or in ink written over pencil (erased or not), or on which correction fluid (e.g. Bic Wite-out™) was used, will not be accepted for consideration for re-grading under any circumstances. If an exam is considered acceptable for regrading, ALL questions on the examination will be subject to re-grading, not just the question(s) for which the regrade request was originally submitted. Consequently, as the result of regrading, your score may increase, decrease, or remain the same.