

## SGS – NEWARK Exam Policies

### 1. Missing exams (requiring makeup exam)

Make up exams should be completed within 24 -48 hours whenever possible.

i) Significant illness, with official note by doctor, which must include a valid reason for missing the exam. The doctor's note cannot result from a remote diagnosis (various online services have been used recently, including Doctors on Demand).

ii) Death in the immediate family (parents, siblings, children, grandparents, aunts/uncles, niece or nephew, sister-in-law or brother-in-law, parents-in-law, first-cousins). Verification, with dates, is required, but this can be a newspaper announcement, event (e.g. wake) announcement, etc.

iii) Scheduled medical/dental school interview (these usually are fairly rigid and cannot be rescheduled). Copy of the invitation letter.

iv) Presentation at a meeting (first author on presentation/poster?).

v) Permission of SGS Associate Dean of Students Affairs, with consultation of course-director.

(NOTE: These are similar to, but more lenient than, the policies of NJMS. In fact, NJMS policy actually states that students will be excused for medical reasons only if they are suffering from severe personal illness, which they define as "hospitalization and/or emergent surgery only. Physician notes excusing students from class will NOT be accepted.")

### 2. Rescheduling exams for other reasons - NOT ACCEPTABLE

An exam should not be rescheduled for individual students because of other exams in the same week, or even on the same day, unless the student has more than two exams on the same day. NOTE: **The vast majority of schools across the country, including Rutgers New Brunswick, allow up to two final exams on the same day**; requests to alter exam dates are considered by the Student Affairs office only if a student has three final exams scheduled in a 24 hour period or on the same day. Students know well in advance whether they will have two exams in the same day and should be able to plan for that.

### 3. Exam Security

To increase exam security, the SGS requests/requires that the following steps be instituted for in-class exams for both Master's and PhD students:

i) Exams should be held in a room, or rooms, large enough to allow sufficient space between examinees. If lectures are currently held in a room that does not allow at least one chair/table between students, the SGS office should be given the dates, times, and

number of students for each exam as soon as possible so that a larger/second room can be scheduled.

ii) There should be at least 1 proctor in each room at all times and optimally at least 1 proctor for every 75 students. If additional proctors are needed, contact [the](#) student affairs office as soon as possible arrangements for student proctors can be made. All proctors should be attentive and clear about the exam policies.

iii) An affidavit (see below), to be signed by each student before the exam begins, should be included as the first page of each exam. Announce that all electronic devices should be turned off and, along with papers, notes, coats, etc. should be placed at the front of the room. Apple watches and other devices are now in play. iv) Alternate versions (different question order) of exams can discourage cheating and are simple to grade are encouraged. For all courses using exam soft software the affidavit must be selected.

In addition to exam security course instructors may use Exam Monitoring via exam soft, for courses that have more than 50 students.

Print your name: \_\_\_\_\_ Exam -VERSION Day, Month, Year, I hereby acknowledge that this examination is exclusively intended for the evaluation of the student's mastery of ..... at the School of Graduate Studies (SGS). Any form of cheating, including but not exclusive to sharing information by talking, passing notes, copying from other exams, bringing disallowed information via notes or electronic devices, conversing or looking up information during washroom breaks, reproduction and dissemination of these materials or any part of them through any means (e.g. copying, photocopying, reconstruction through memorization, and/or dictation), etc. is strictly prohibited and is in violation of the established policies of the SGS.

Signature \_\_\_\_\_ Date \_\_\_\_\_