


<b>Category</b>	Educational Programs	<b>Policy Number</b>	ACA-PRO-205	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	Internal	<b>Version</b>	3.2	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	PCO	
<b>Date Approved</b>	23 February 2024	<b>Effective Date</b>	23 February 2024	
<b>Date Last Reviewed</b>	23 February 2024	<b>Due Date for Next Review</b>	31 July 2025	

## **POLICY**

### **Final Examinations and Assessments**

#### **1. Purpose**

This policy sets out the principal guidelines for all final examinations and assessments for undergraduate credit courses at Zayed University (“**University**”).

#### **2. Scope of Application**

This policy applies to all University undergraduate credit courses.

#### **3. Policy**

**3.1** All University undergraduate credit courses are expected to have a final examination or summative assessment during the Final Exam Period except for labs, internships, practica, advising, studios, and independent studies and senior projects.

**3.1.1** Exams with fewer than five (5) enrolled students will be conducted internally.

**3.1.2** Final exams for semester classes and for B-term undergraduate classes are to be scheduled over a period of at least ten (10) working days at the end of the semester.

**3.1.3** The final exams/assessments for A-term classes are scheduled for a regular class period during the last week of term A.

#### **3.2 Examination Schedules**

**3.2.1** Exam schedules will be published by the Registrar’s Office (“**RO**”) no later than one (1) month prior to the end of classes each semester.

**3.2.2** Exams or final assessments must be held at the time listed for each course in the Final Exam Schedule. They may not be rescheduled by the instructor/students unless there are extraordinary pedagogical reasons to do so. Such requests must be approved by the Dean of the College in which the course is offered.

**3.2.3** Common final examinations may be scheduled as exceptions to the standard schedule if approved by the College Dean and the RO.

### 3.3 Examination Overloads

Students will be required to take no more than two (2) exams in one (1) day or three (3) exams in a 24-hour period. If the published exam schedule creates an overload, the student may petition to have one (1) of the exams moved to a time mutually agreed upon between the student and the instructor.

### 3.4 Submission of Grades

**3.4.1** All teaching faculty are accountable to the University throughout the Final Exam Period and until final grades are submitted for each course on Blackboard and Banner.

**3.4.2** Final course grades are to be submitted on Blackboard and Banner within 48 hours of the last day of the final examination period.

## 4. Related Policies and Laws

N/A

## 5. Administration

This policy is administered by the Programs and Curricula Office.

## 6. Revision History

Date	Revision
23 February 2024	Reviewed with no substantive changes required. Approved by the Interim Provost (v.3.2).
18 December 2023	Reviewed with no substantive changes required. Approved by the Acting Vice-President (v.3.1).
26 January 2023	Administrative change: <ul style="list-style-type: none"><li>• Updated the information header and policy numbers to be in line with the new format.</li><li>• Updated the policy number from ACA-ADM-10 to ACA-PRO-205.</li></ul>
27 December 2020	President's Decree issued (PD#110 of 2020) (v.3.0).
20 March 2007	Policy reviewed (v.2.0).
19 June 2002	Policy approved (v.1.0).