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| Category | Educational Programs | Policy Number | ACA-PRO-205 |  جامعة زايد ZAYED UNIVERSITY |
| Distribution | Internal | Version | 3.0 | |
| Responsible Office | Provost | Policy Owner | PCO | |
| Date Approved | 27 December 2020 | Effective Date | 27 December 2020 | |
| Date Last Reviewed | 17 December 2020 | Due Date for Next Review | 17 December 2023 | |

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.

2. Scope of Application

This policy applies to all Zayed University undergraduate credit courses.

3. Policy

3.1 All Zayed 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.

- a) Exams with fewer than five (5) enrolled students will be conducted internally.
- b) Final exams for semester classes and for B-term baccalaureate classes are to be scheduled over a 7-day period excluding Fridays at the end of the semester, or a 9-day period excluding Fridays if it falls during Ramadan.
- c) 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

- a) Exam schedules will be published by the Registrar's Office no later than one (1) month prior to the end of classes each semester.
- b) 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.
- c) Common final examinations may be scheduled as exceptions to the standard schedule if approved by the College Dean and the Registrar's Office.

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

- a) All teaching faculty are accountable to the university throughout the exam period and until final grades are submitted for each course on Blackboard and Banner.
- b) 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 |
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| 26 January 2023 | Administrative change: <ul style="list-style-type: none">• Updated the information header and policy numbers to be in line with the new format.• Updated the policy number from ACA-ADM-10 to ACA-PRO-205. |
| 27 December 2020 | President's Decree issued (PD#110 of 2020). |
| 17 December 2020 | Approved by the University Council (No.4 of 2020). |
| 25 November 2020 | Endorsed by the AAC/UC without changes. |
| 9 November 2020 | Endorsed by the Academic Council by circulation. |
| 26 October 2020 | Endorsed by a joint session of the Deans' Council and Provost's Council subject to: <ul style="list-style-type: none">• Added senior project to 3.1;• Revised the wording of 3.2.c;• Removed 3.4.b as the content is similar to 3.4.c (which becomes the new 3.4.b). <i>Actions completed</i> |
| 6 September 2020 | Revisions: <ul style="list-style-type: none">• Added Internal Distribution;• Exam period changed from 5 to 7 days or 9 days during Ramadan (3.1b);• Exam schedules will be published 1 month before the end of the semester not at the beginning (3.2a);• Exam schedules are not to be based on the first contact hour in the week for a course (deleted);• Deleted the section on Exam Preparation Week;• Added grades are to be submitted 2 days after the last final exam (3.4b);• Added final course grades to be submitted 48 hours after the final examination day (3.4c). |
| 4 November 2019 | Non-substantive update of policy group, number, and formatting. |
| 20 March 2007 | Policy reviewed |
| 19 June 2002 | Policy approved |