

Policy on Common Examinations

Common examinations in Math 220, 224, 230, 234, 310, and 314

During the regular academic year, Math 220, 224, 230, 234, 310, and 314 administer common evening midterms and common final exams with common grading for all sections. Exceptions can be made only by the Chair.

Final examinations for these courses are given during a common time slot mandated by the Registrar. The Directors of Calculus and MENU negotiate evening midterm examination dates and times with the Registrar and representatives from other departments administering evening midterms. These schedules are negotiated and finalized a quarter in advance: by Spring for the next Fall, by Fall for Winter, and by Winter for Spring.

These common exam times appear on the Registrar's web site <http://www.registrar.northwestern.edu/registration/index.html> (there is a link under Exam Schedules on that page); the final exam schedule also appears in the Quarterly Class Schedule. These are available to students and faculty in advance of pre-registration for each quarter.

Common examinations in other courses

In general, we do not allow common midterm or final exams in multi-section* courses other than Math 220, 224, 230, 234, 310, and 314 to avoid creating exam conflicts for students (for example, Math 240 is sometimes taken concurrently with Math 234).

Exceptions to this policy can be made by the Director of Undergraduate Studies. Instructors who wish to arrange a common exam in multi-section* courses other than those listed above should consult the DUS by the beginning of the preceding quarter. If permission is granted, the instructor must arrange with the Director of Calculus to include the examination in the common midterm and final examination schedules **by the following deadlines:**

For Fall: First week of the preceding Spring

For Winter: First week of Fall

For Spring: First week of Winter

*These policies apply to multi-section courses with lectures at *different* hours. A course which has multiple sections meeting at the same hour can schedule a common final exam without difficulty, since all sections will have the same final exam slot assigned by the Registrar.

*Adopted by the department faculty on April 18, 2013;
last updated on September 12, 2016*