

Section 5

EXAMINATION

- 5.1** Major Examinations during regular semesters include the prelims, midterms, and finals. Special term covers midterms and finals. NSTP, PE, and Laboratory examinations are administered a week before the regular examination week.
- 5.2** Major examination schedule will proceed as indicated in the school calendar. Major examination for a particular subject is finalized after the faculty conducted consultation with the class.
- 5.3** Students are expected to come on time during examination days. Consideration maybe given to a student who arrives within the first 15 minutes provided that no other student has finished taking the examination and has already submitted both the questionnaire and the answer sheet.
- 5.4** Students who failed to take any of the three major examinations may apply for a special examination which faculty members usually administer during the week immediately after the last day of the regular examination schedule. In applying for special examinations, the students are advised to adhere to the following procedure:
- 5.4.1** The special examination has to be taken at the most three (3) days before the deadline for the submission of grades.
 - 5.4.2** The student requests a special examination from his/her professor/instructor. He fills out a *Request Form for Special Examination* obtained from the OUR.
 - 5.4.3** The accomplished form, together with the supporting documents (medical certificate, affidavit, etc.), is submitted to the professor/instructor concerned for notation.
 - 5.4.4** The student brings the form with the attached document/s to the dean of the college where s/he belongs for approval.
 - 5.4.5** Once approved by the college dean, s/he then proceeds to the cashier to settle the special examination fee.
 - 5.4.6** The student goes back to his/her professor/instructor and submits the accomplished form together with the official receipt.
 - 5.4.7** The professor/instructor prepares the special examination and administers on a scheduled date and time.

- 5.5** If the student still fails to take the special examination on time, the professor/instructor may compute his/her grade with a 0.0 grade for the missed examination component.
- 5.6** A grade of 0.0 in the examination is given if a student is proven guilty of cheating.