



To: Faculty Sponsors of students in major university events
From: S. Thomas Vojta, Instructor-in-Charge of Physics 2135 (Engineering Physics II)
Re: Taking tests at a different time/place on a Test Day

Students who take Physics 2135 may encounter situations where they wish to participate in a major university event (e.g., an athletic competition) that occurs during a scheduled exam time (5:00-6:00 p.m. on specified Tuesdays announced in the Schedule of Courses) before the beginning of the semester. To accommodate such students, the course policy states:

“Those participating in a major university or intercollegiate event (or scheduled class that offers NO makeups) on the day of an exam may take the exam on that day at some time other than the regular scheduled time if they have a formal excused absence to participate *and* if the event’s Faculty Sponsor can insure test security. To do this, you must submit a typed request to Dr. Vojta, signed by the event's university Faculty Sponsor, *no later than the Tuesday the week before the test*, describing the event and the sponsor’s willingness to arrange proctoring and insure test security.”

Taking a test on-campus early or late on a Test Tuesday. If the Faculty Sponsor has a student or group of students who need to take the test earlier or later in the day, the Sponsor may wish to arrange for the Testing Center to proctor it. The student(s) may not leave the Testing Center without escort before 5:30 pm. If the student(s) must leave the Testing Center before 5:30 pm, their escort must remain with them until 5:30 pm, making sure that they have no contact with any student who will take the test at the regular time. If the student(s) need to take the test after 5:00 pm, the Sponsor must provide an escort from 5:00 pm until after the student(s) complete the test. Instead of using the Testing Center, the Faculty Sponsor may choose to proctor the test.

Taking a test at an away site. If the student cannot take the test on a Test Tuesday, then the Sponsor must pick up the test before leaving (if it is already prepared) or supply a FAX number where a copy of the test can be FAXed. The Sponsor can then proctor the test at the away site and return the completed test as promptly as feasible to the Physics office, 102 Physics Building. The Sponsor must ensure test security by making sure that the student tested has no contact with any student that will take the test at the regular place and time (5:00-6:00 pm on Test Tuesday). This includes phone contacts at an away event. **Please hold cell phones of students from the time the test is first given until both offsite and on campus testing are over.** Important note: the Physics 2135 staff reserves the right to make exceptions to this policy. If a Faculty Sponsor is willing to administer an offsite test to some student(s), he/she should notify me no later than the end of the last Wednesday lecture *before* the Test.

According to the **Student Academic Regulations**, “the period from 5:00–6:00 PM daily [is] to be designated for common exams. If a class or other required academic activity is scheduled during common exam time, the instructor of the class that conflicts with the common exam will provide accommodations for the students taking the common exam.” If a student has an activity scheduled during Physics 2135 exam time, he/she should contact the person in charge of the conflicting activity and arrange with them accommodations which will allow the student to take the Physics 2135 exam.

A student wishing to take a test at the Testing Center is responsible for making a reservation 7 days in advance of the test. Later reservations may be possible, but the Testing Center will not allow same-day service. After the student makes the reservation, I will have the opportunity to confirm it.