

## TERM REGULATIONS AND EXAMINATION POLICIES

### Undergraduate Subjects

**Class Times.** For undergraduate subjects taught on campus during the instructional period of the fall and spring terms, there should be no required academic exercises between 5:00 p.m. and 7:00 p.m., Monday through Thursday, and between 5:00 p.m. Friday and 8:00 a.m. Monday. This same restriction also applies to undergraduate subjects taught during the Independent Activities Period.

**Beginning of Term.** By the end of a subject's first week of classes, the faculty member must provide the following **in written form**:

- A clear and complete description of the required work, including the number and kinds of assignments
- The approximate schedule of tests and due dates for major projects
- An indication of whether or not there will be a final examination
- The grading criteria and procedures to be used

The precise schedule of tests and major assignments must be provided **in written form** as follows: in full-term subjects by the end of the third week and in half-term subjects by the end of the second week.

#### Tests and Academic Exercise Outside Scheduled Class Times.

Tests, required reviews, and other academic exercises held outside scheduled class times may not be held on Monday nights.

In addition, tests will:

- Not exceed two hours in length
- Be scheduled through the Schedules Office
- Begin no earlier than 7:30 p.m. when held in the evening

A student who is unable to take a test or participate in a required review or other academic exercise that is held outside of scheduled class time owing to a conflict with a regularly scheduled academic exercise must be allowed to do so at another time.

Some subjects may require extra hours outside of regular class time for special activities such as presentation sessions. These require an exception from the Chair of the Faculty ([exam-termregs@mit.edu](mailto:exam-termregs@mit.edu)). These activities must be scheduled at the beginning of the semester and included in the syllabus, and students who are unable to participate as described immediately above shall be accommodated.

When a test is held outside scheduled class time, during that calendar week either:

- A regularly scheduled class session (lecture or recitation) must be cancelled, or
- No assignment will fall due during the same calendar week.

**Ex Camera Finals.** In some undergraduate subjects, final examinations may be *ex camera* (out-of-room) examinations. *Ex camera* examinations are a different mode of testing that gives students access to computers and libraries and evaluates their abilities to select resources and answer questions of an integrative nature. *Ex camera* final examinations are not intended as a way to increase the amount of material covered.

A faculty member must obtain the written permission of the Chair of the Faculty ([exam-termregs@mit.edu](mailto:exam-termregs@mit.edu)) to hold an *ex camera* final examination in an undergraduate subject, and permission will be granted for no more than five years. The *ex camera* examination must:

- Be scheduled through the Schedules Office
- Be offered over the course of a single afternoon, starting at 1:30 p.m. and ending no later than 7:30 p.m.
- Permit students unrestricted use of resources

**End-of-Term Tests and Assignments.** For full-term subjects and H2 and H4 half-term subjects, there shall be no tests after the Last Test Date, which is defined as the Friday preceding the start of the Reading Period. Unit tests may be scheduled during the final examination period.

For each subject in which there is testing during the final examination period, no assignment may fall due after the Last Test Date.

For each subject in which there is no testing during the final examination period, there may be at most one assignment due between the Last Test Date and the end of the last scheduled class period in the subject. This single assignment may include both an oral presentation and a written report if the two derive from the same project. However, students may not be required to attend additional lecture or recitation hours beyond the assigned units to accommodate oral presentations.

Optional assignments between the Last Test Date and the last scheduled class period in the subject should be for self-study and may not be used toward part of the grade in a subject, even for extra points or as substitutes for earlier assignments.

For H1 and H3 half-term subjects, the final week of the class shall be called the Half-Term Final Examination Period. During this week, there may be at most one assignment due or one in-class test held. An in-class test given during this period is limited to one normal class period (or to one and one-half hours, whichever is shorter). Optional assignments during the Half-Term Final Examination Period shall be for self-study, and may not be used toward part of the

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grade in a subject, even for extra points or as substitutes for earlier assignments.