

Academic Affairs Manual (ACD)

ACD 304–01: Examinations and Grade Posting

Effective: 11/1/1974

Revised: 7/1/2013

Purpose

To provide consistent, fair, and sufficient opportunities for students to demonstrate mastery of course content and to safeguard the privacy of students

Sources

Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment or FERPA), 20 *United States Code* § 1232g, as amended

Arizona Revised Statutes § 15–1823, Identification Numbers; Social Security

Numbers Office of the Provost of the University

Applicability

Faculty

Academic professionals

Administrative, classified, and university staff

Graduate teaching assistants/associates

Policy

Final Examinations

Final examinations, when required, must be during the designated final exam period. A final examination may be defined as a final presentation, a final paper, a final project, etc. An examination does not necessarily have to be given in the form of a final “test.” After grades have been reported, final examination papers should be retained for one year.

Periodic Tests

It is recommended that [students](#) be evaluated on the basis of more than just midsemester and final examinations. Tests of such length and frequency as the instructor deems wise should be given, and other appropriate evaluative procedures should be used. Research papers, book reviews, and independent written work are encouraged and expected of all students.

Early Examination Requests

Requests for early final examinations may not be granted by instructors. Requests that seem to have merit may be referred to the dean of the college in which the student is enrolled. If the dean finds that a student must leave early because of circumstances beyond the student's control, the dean may authorize arrangements whereby the student can complete the course work and take the final examination before leaving. Ordinarily, however, it will be necessary for the dean to advise the student to clear with each instructor and arrange for an "incomplete" grade in each course. Under the policy covering "incompletes," the student must arrange to complete the course work and take the final examination within one calendar year. If the student is unable to return to the university to take a final examination for the removal of the "incomplete," the dean may make arrangements for the student to take the final elsewhere, under reliable supervision.

Grade Posting

Student grades must be posted as determined by the provost of the university or designee and may not be posted by name or any readily identifiable number. Full student Social Security numbers or ASU ID may not be used in posting grades.

To provide students with incremental and final grades before formal notification, instructors may use:

1. a private preassigned number for each student

or

2. a private code name

Note: When using private codes for identification, faculty should scramble the alphabetical order so that students cannot be identified by where their names appear on the list of grades.

Cross-References

1. [ACD 121](#), "Privacy Rights of Students"
2. [ACD 304-02](#), "Missed Classes Due to University-Sanctioned Activities"
3. [ACD 812](#), "Records Storage and Destruction"

and

4. *Property Control System Policies and Procedures Manual*—[PCS 703](#), "Records Storage and Destruction."