

SCCP Test Policies

- (1) All SCCP courses require altered examination questions from prior tests to be prepared to avoid disadvantaging one student over another based on availability of old examinations files by students.
- (2) Exams should be e-mailed to the course coordinator at the distant site at least three working days in advance of the exam to allow for collation of other test questions, if applicable, and copying.
- (3) During exams, students may not ask content questions. Students can only ask technical questions during the exam (i.e. the question has two answer b's).
- (4) For multiple-choice questions, grading via electronic means will be done utilizing USC Scantron sheets.
- (5) Short answer questions will be returned to the professor writing the question for grading. The questions should be sent via overnight delivery to the professor. The short answer questions will be returned to the appropriate campus.
- (6) The MUSC course coordinator will collect the Scantron sheets and send them via overnight mail to the USC coordinator. The MUSC course coordinator must copy the sheets before sending them overnight to USC. The USC coordinator should wait until they receive the MUSC Scantron sheets before submitting to be graded. The course coordinator will compile the grades and post in Blackboard.
- (7) The faculty participating in the course shall determine if exams will be returned to the students. For team taught courses, the returning of exams policy should be uniform for the entire course.
- (8) It is recommended that two versions (A and B) of the exam be developed because of # of students in the room. This can be simply accomplished by rearranging the order of questions. Random seating assignment during exams is encouraged to minimize issues of academic dishonesty.
- (9) Grades will be posted electronically on Blackboard. Final grades will be posted via each campuses requirement (e.g. webadvisor at MUSC, VIP at USC).

- (10) All course grades and exams, if applicable, will be stored on the student's home campus for one year.
- (11) The faculty participating in the course shall determine if the final exam will be cumulative or not.