



Policy Source: Gwinnett Tech	Owner: Vice President of Academic Affairs	Effective: 1/2002
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5.6.2 GT Final Exam Policy

The timing of final exams should be communicated to students in the first week of the term, within the syllabus and/or addendum. Course syllabi identify required competencies that should be demonstrated by students in order to successfully complete a course. For many courses, final exams are used to demonstrate this completion. For online courses, final exams will normally be proctored to ensure high academic integrity. Gwinnett Technical College does not assess additional student charges associated with verification of student identity.

The Division of Academic Affairs will schedule final exam days for each semester in the academic calendar. Instructors giving final exams outside this scheduled time period will need approval from their division dean.

Due to the growth of online courses and the need to proctor exams for these students, coupled with the need for student flexibility due to their online process, final exams will normally be scheduled in one of three methods:

1. Final Exam during Final Exam Days (FED) using paper/pencil or SCANTRON
2. Final Exam during FED using Blackboard
 - a. Final exam proctored on campus by instructor during scheduled exam time or labs open full day with rotating proctors
 - b. Program director or division dean responsible for proctor schedule
 - c. Online learning will coordinate proctor access to all classes
 - d. Final exam given remotely and proctored through Blackboard using a third-party product such as Respondus.
3. Final Exam during FED using computer lab with specialized software (or other lab appropriate for the course)
 - a. Scheduled through the College's room reservation process
 - b. Program director or division dean coordinates reservations with facilities

All exceptions to this policy require division dean's approval. Program directors are responsible for making arrangements with students in the case of an exception.