

UTAH TECH UNIVERSITY

Early/Late Final Exam Permission Form

Students are discouraged from taking early or late final exams for two reasons: First, doing so may compromise the exam; and, second, doing so may impose restrictions on the teacher's teaching style and scheduling. When the student signed up for the course, she or he agreed to the published final exam date. The teacher has the prerogative to deny any request to reschedule the exam.

Compromise Exam: If students take their finals early, they have the chance to compromise the exam by informing other students about specific characteristics of the final. Therefore, if a teacher fears that rescheduling a final may compromise the exam, she or he is under no obligation to give the final early or late.

Restrictions On Teaching Style and Schedule:

Some teachers have their exams ready weeks and even months before they give the exams. Other teachers don't write their exams until days or even hours before they give the exams. These teachers wait until the last minute because they want their test to be based on what they teach. The point is, many teachers want to complete their teaching before they write their exams. For these kinds of teachers, preparing the exam early may compromise their class. If they prepare the test before they've finished teaching, maybe the test won't reflect their teaching, or maybe they'll feel obligated to "teach to their test."

Before students may take rescheduled final exams, they must write a petition of not less than 250 words, secure the teacher's approval and signature, set up a time for the exam, secure the department chair's signature, and submit the form to the teacher at the time of the scheduled exam.

Before the chair will approve the final, the student must have completed the written petition, and teachers must have checked the box (to indicate their willingness) and signed the form.

STEP ONE – To be completed by the student:

The student writes a petition for the early final. This petition must be typewritten of not less than 250 words.

Student's Name

STEP TWO – To be completed by the teacher:

The student takes the 250-word petition with this form to the teacher, and the student asks the teacher to read them and indicate approval or disapproval by checking below and signing this form:

- ☐ Yes, this student has my permission to take an early final exam.
- ☐ No, this student does not have my permission to take an early final exam.

If the teacher approves, a date and time for the exam is scheduled, and the teacher signs this form.

Write the New Date and Exam Time

Teacher's Signature

STEP THREE – To be completed with Dept. Chair:

The student returns the 250-word petition and this form to the Chair for the Chair's signature.

Chair's Signature

STEP FOUR – To be completed by the student:

At the scheduled time, the student delivers to the teacher this form with all signatures indicating approval, and then takes the final exam. (Good luck on the test!)