To: Physics 2135 Students and Faculty Sponsors of students participating in major Missouri S&T events  
From: Allan Pringle, Professor-in-Charge of Physics 2135 (Engineering Physics II)  
Re: Taking tests at a different time/place on a Test Day

A few students who take Physics 2135 may wish to participate in a major university event (e.g., an athletic competition or academic conference) that occurs during the scheduled time of a Physics 2135 test (5:00-6:00 pm on dates published in the official Schedule of Courses). To accommodate such students, the course policy states:

“Those participating in a major university or intercollegiate event on the day of an exam may take the exam on that day at some time other than the normal time if they submit a written request for an excused absence and if the event’s Faculty Sponsor can ensure exam security. The student must submit a written request (email is acceptable) to me, acknowledged in writing (email is acceptable) by the event's Missouri S&T Faculty Sponsor, no later than the end of the last Wednesday lecture the week before the exam. The Faculty Sponsor must be willing to arrange proctoring and ensure exam security.”

Taking a test on-campus early or late on a Test Tuesday. If the Faculty Sponsor has a student or group of students who need to take the test earlier or later in the day, the Sponsor may wish to arrange for the Testing Center to proctor it. The student(s) may not leave the Testing Center without escort before 5:30 pm. If the student(s) must leave the Testing Center before 5:30 pm, their escort must remain with them until 5:30 pm, making sure that they have no contact with any student who will take the test at the regular time. If the student(s) need to take the test after 5:00 pm, the Sponsor must provide an escort from 5:00 pm until after the student(s) complete the test. Instead of using the Testing Center, the Faculty Sponsor may choose to proctor the test.

Taking a test at an away site. If the student cannot take the test on a Test Tuesday (e.g., leaves the day before for an away game), then the Sponsor must pick up the test before leaving (if it is already prepared) or supply a FAX number where a copy of the test can be FAXed. The Sponsor can then proctor the test at the away site and return the completed test as promptly as feasible to the Physics office, 102 Physics Building. The Sponsor must ensure test security by making sure that the student tested has no contact with any student that will take the test at the regular place and time (5:00-6:00 pm on Test Tuesday). This includes phone contacts at an away event. Please hold cell phones of students from the time the test is first given until both offsite and on campus testing are over. Important note: the Physics 2135 staff reserves the right to make exceptions to this policy. See the third paragraph on page 2 of this document: http://campus.mst.edu/physics/courses/24/CourseInformation/physics_2135_policies.pdf.

If a Faculty Sponsor is willing to administer an offsite test to some student(s), he/she should notify me no later than the end of the last Wednesday lecture before the Test.

According to the Student Academic Regulations, “the period from 5:00–6:00 PM daily [is] to be designated for common exams. If a class or other required academic activity is scheduled during common exam time, the instructor of the class that conflicts with the common exam will provide accommodations for the students taking the common exam.” If a student has an activity scheduled during Physics 2135 exam time, he/she should contact the person in charge of the conflicting activity and arrange with them accommodations which will allow the student to take the Physics 2135 exam.

A student wishing to take a test at the Testing Center is responsible for making a reservation 7 days in advance of the test. Later reservations may be possible, but the Testing Center will not allow same-day service. After the student makes the reservation, I will have the opportunity to confirm it.