

Policy No:	ACA-POL-0015
Policy Title:	Examination Policy
Implementation Procedure:	
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008 – 2009 - Present
Page Number:	Two (2)
Office of Origin: (Policy Expert)	Office of the Dean Dean
"Supersedes" Notification:	None
Purpose of Policy:	This policy shall govern the administration of major examinations.
Detailed Policy Statement:	<ol style="list-style-type: none"> <li>1. Regular examinations in a given term shall only be divided to prelims, mid-term and final.</li> <li>2. Regular examination schedules shall be posted at least one week before the schedule of exams.</li> <li>3. Temporary exam permits shall be allowed only on the date specified in the permit.</li> <li>4. Failure to take the final exam shall result to a final grade of incomplete (INC).</li> <li>5. Students who failed to take the prelims and the midterm can apply for special examination to the Office of the Dean.</li> <li>6. The Colegio implements a 15 mins. grace period during the examination period. Students who arrive beyond the grace period can apply for special examination, which will be subject for the approval of the Dean.</li> <li>7. Special examination shall only be given for the following reasons: <ul style="list-style-type: none"> <li>• Severe illness or accident as evidenced by a medical certificate</li> <li>• Death of next of kin</li> <li>• Other reasons as approved by the Dean.</li> </ul> </li> </ol>
Applicability:	Applicable to all collegiate and graduate school students.
Policy Approval Authority:	Dean
Related Policies or References	<ul style="list-style-type: none"> <li>• Grading system policy (ACA-POL-0013)</li> <li>• Student handbook</li> <li>• Manual of regulations for private higher education (a.k.a. MRPS)</li> </ul>
Definition:	Next of kin – refers to the nearest relative of the student as a grandparent, parent or guardian, brother or sister, spouse (if married), and child.
Prepared by:	Planning, Funding, and Development Office
Approved by:	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>_____ Dr. Cristina Castro - Cabral Dean, CBAA</p> </div> <div style="width: 45%;"> <p>_____ Rev. Fr. Orlando Aceron, O.P. Dean, COED</p> </div> </div> <p>_____ Asst. Prof. Rowena Reyes Dean, CLAS</p>
Date Approved:	