**Policy No:** ACA-POL-0015  
**Policy Title:** Examination Policy  
**Implementation Procedure:**  
**Date of Issuance:** SY 2008-2009  
**Effectivity:** SY 2008 – 2009 - Present  
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**Office of Origin:**  
**Office of the Dean**  
**Policy Expert:** Dean  
**"Supersedes" Notification:** None  

**Purpose of Policy:** This policy shall govern the administration of major examinations.

**Detailed Policy Statement:**
1. Regular examinations in a given term shall only be divided to prelims, mid-term and final. 
2. Regular examination schedules shall be posted at least one week before the schedule of exams. 
3. Temporary exam permits shall be allowed only on the date specified in the permit. 
4. Failure to take the final exam shall result to a final grade of incomplete (INC). 
5. Students who failed to take the prelims and the midterm can apply for special examination to the Office of the Dean. 
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. 
7. Special examination shall only be given for the following reasons:  
   - Severe illness or accident as evidenced by a medical certificate  
   - Death of next of kin  
   - Other reasons as approved by the Dean. 

**Applicability:** Applicable to all collegiate and graduate school students.

**Policy Approval Authority:** Dean  
**Related Policies or References**
- Grading system policy (ACA-POL-0013)  
- Student handbook  
- Manual of regulations for private higher education (a.k.a. MRPS)  

**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  
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