学期末試験について

日本語コースの学期末試験において、登録クラスの試験日に不在などで試験が受けられない場合の運用方針を以下の通り変更します。

* 従来

下記１～３の順で試験日程を調整

１．他クラスの筆記試験時間枠（注1）

２．学期末試験週から２週間後の代替試験日

３．上記１と２のいずれも不可の場合は、別日程を学生個々に設定

* 今後

下記１～２の順で試験日程を調整

１．他クラスの筆記試験時間枠（注2）

２．学期末試験週から２週間後の代替試験日

上記以外の別日程は設定しない。よって、１と２いずれも不在の場合はコース未修了となる。

（注1）登録クラスの試験日以前の日程調整は不可

（注２）筆記試験期間内での日程調整可能（例：午前→午後、午後→午前、水曜→木曜、木曜→水曜、など）

* 適用

2024-2025 Semester 1から

学期末試験はコース修了要件であることから、各クラスに予め設定された試験日に受けることが大前提です。これまでは、一時帰国や旅行、出張などで不在の場合でも、来学期開始日までの間であれば後日に試験が受けられましたが、今後は日程の個別対応やセメスター終了後の試験は受けられなくなります。そのため、来学期も継続学生として出席したい場合は、学期末試験を試験日に受けてコース修了していただくようお願いします。

また、飛び級試験は学期末試験を受けてコース修了した学生が対象のため、学期末試験が受けられない場合は飛び級試験も対象外となります。

本運用により、不在の際の試験日程調整に不便が生じることは承知していますが、試験の公正性ならびにコース修了の妥当性の観点から検討を重ねた結果であることをご了承ください。

Policy Change Regarding the Final Exam

In the event that a student is unable to take the exam on the scheduled date due to absence from their registered class, the following changes to the operational policy will be implemented.

**Previous Policy** Adjust the exam schedule in the following order:

1. Written exam time slots from other classes (Note 1)
2. Alternative exam date two weeks after the final exam week
3. If neither option 1 nor 2 is available, set a separate date for each student individually

**New Policy** Adjust the exam schedule in the following order:

1. Written exam time slots from other classes (Note 2)
2. Alternative exam date two weeks after the final exam week

No separate dates will be set outside of the above options. Therefore, if a student is absent for both options 1 and 2, they will not complete the course.

(Note 1) Adjustments to the exam schedule before the registered class's exam date are not permitted.
(Note 2) Schedule adjustments within the written exam period are allowed (e.g., morning to afternoon, afternoon to morning, Wednesday to Thursday, Thursday to Wednesday, etc.).

The new policy will be applicable starting from Semester 1 of the 2024-2025 academic year.

Since the final exam is a course completion requirement, it is essential that students take the exam on the pre-set date for each class. Previously, students could take the exam at a later date if they were absent due to temporary returns to their home country, travel, or business trips, etc., as long as it was before the start date of the next semester. However, from this semester, there will be no individual accommodations or exams after the semester ends. Therefore, if students wish to continue their next course in the following semester, they must complete the course by taking the final exam on the scheduled date.

Furthermore, the jump-up exam is only available to students who have completed the course by taking the final exam. As such, students will also be ineligible for the jump-up exam if they cannot take the final exam.

We understand that this policy change may cause inconvenience regarding scheduling adjustments for absences. However, please be aware that this decision was made after careful consideration of the fairness of the exam process and the validity of course completion.