## FINAL EXAM SCHEDULE TIMELINE, DATES AND INSTRUCTIONS

### Spring 2016 Final Examination Timeline

**Starting now...**

Print out the final exam flag report pages for your department. [http://www.cmu.edu/es/forms/exam-report.pdf](http://www.cmu.edu/es/forms/exam-report.pdf) Follow the instructions below to complete your section of the report.

**Friday, January 15**

Final Exam Flag Report is **DUE!** *All reports must be returned to our office even if you are not offering exams.* Send to Joy Cavaliero, WH A19, or fax: 8-6651 or scan and mail to: js81@andrew.cmu.edu.

**Wednesday, January 27**

Mini-3 Exam Schedule is posted.

**Wednesday, February 3**

Associate Deans review the semester & mini-4 exam schedule.

**Monday, February 8**

Departments review the exam draft before posting for cancels or additions.

**Thursday, February 11**

Draft adjustments (cancels and additions) are due from departments.

**Monday, February 15**

Final Examination Schedule is posted on the Hub website.

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**Final Exam days are:**

- Monday, May 2; Tuesday, May 3;
- Thursday, May 5; Friday, May 6;
- Monday, May 9; Tuesday, May 10 (Make-Up Exams Only)

### Exam Assignment Guidelines

Final Exams will be scheduled according to the following guidelines.

- Exams will only be scheduled for those courses that are marked with a **“Yes”** flag on the status report.
- All sections of a course are scheduled for an exam in the same time block unless otherwise specified. *If the course has a lecture followed with recitations, it is only necessary to flag the lecture.*
- Courses will be scheduled for an exam during a three hour time block (8:30-11:30a.m., 1:00-4:00 p.m. or 5:30-8:30p.m.).
- Request for early times or specific dates may not be honored. The goal is for students to have a conflict free final exam schedule.
- Exams will be assigned to classrooms that provide alternate seating (double capacity). This may require multiple classrooms assignments. We cannot guarantee one classroom assignment due to variable class sizes.
- Once the exam schedule is posted, **no changes** to exam date/times will be made unless it is approved by the Vice Provost for Education and University Registrar. Exam cancellations, additions or classroom changes are permitted.
- Requests for exams that are submitted **after** the exam is posted will be assigned to the last final exam day.
Exam Flag Instructions

- Print out your department final exam page or run a canned final exam report on SDW.
- Check with instructors to confirm whether a final exam will be given.
- Under the Exam Flag column of the report, check the flag. Mark a correction to the flag, if needed.
  - For courses with a lecture and recitations or labs, ONLY flag the lecture of the course (example: Lec 1, 2, 3 or Lec 11, 12, 13, 14). Otherwise the exam program will count the course twice.
  - If particular sections of a course are NOT supposed to be scheduled together for an exam, please indicate this on the report under the Comments column.
- Be sure to change the final exam flag on the S3: Course – Section – Section Info- Section Details if necessary. The S3 exam flag must match your entries on the Final Exam Report.
- Under the Cross-Listed Courses column, list all the course numbers that are cross-listing with the course, if applicable. If the exam flag is set to No, there is no need to provide cross-list information.
- Under the Comments column please provide the following:
  - indicate classroom requests;
  - indicate sections should be scheduled separately or at different times
  - indicate if the sections need different room assignments
    - Note: If you are listing a non-registrar classroom (e.g. rooms in the Library, department room, etc.), we will assume that permission was given to use that room during the final exam period.
  - indicate any special classroom needs for physically challenged faculty or students or media needs such as video conferencing.
- Under the Alternate Seating column, indicate whether the instructor does not want alternate seating. If not circled, exams will be scheduled a classroom with alternate seating.
- Check your entries on the S3: Course – Section – Section Info- Summary. For SDW users, run a final exam flag report within the canned queries to check your flag corrections.
- All reports must be returned to our office even if you are not offering exams. Send to Joy Cavaliero, WH A19, or fax: 8-6651 or scan and mail to: js81@andrew.cmu.edu.

IMPORTANT: Exams are scheduled in order to minimize student exam conflicts. Therefore, requests from faculty for earlier exam times or special time preferences may not be honored.

If you have any questions, please feel free to contact Joy Cavaliero, Senior Associate Registrar at extension 8-1907 or js81@andrew.cmu.edu.