

FINAL EXAM SCHEDULE TIMELINE, DATES AND INSTRUCTIONS

Summer Session Final Exam Timelines

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| Before the 10th day of classes: | Run the Tableau-SDW canned report called: final exam report by dept for each summer session (Myy & Nyy semesters) for the PIT location before the deadline date. Save your file in excel. Outreach to all instructors asking if they are offering a final exam for summer final exam day only and indicate the final exam flag in the final exam change column, if applicable. The summer final exam is a 3 hour exam. Also update the final exam flag in S3 course section detail page. Save as an excel sheet. See instructions below for further details. |
| On the 10 th day of classes | Both (Myy & Nyy) Final Exam Flag Report is DUE! <i>All excel final exam flag reports must be returned</i> to Joy Cavaliero < js81@andrew.cmu.edu >. |
| By the 17 th day of classes | Draft of the exam schedule is sent to departments. |
| By the 20 th day of classes | Session exam schedule is posted on the Hub website. |

Exam Dates

Session One/Mini-5 Exam Date: Friday, June 20 8-11 a.m.; 12-3 p.m.; 4-7 p.m.; 7-10 p.m. (makeup)
Sessions Two/Mini-6 & All Date: Friday, August 1 8-11 a.m.; 12-3 p.m.; 4-7 p.m.; 7-10 p.m. (makeup)

Note: Instructors who are not requesting a final exam on the summer session final exam day must finish coursework by the last day of classes. Course meeting time and assigned classroom ends on the last day of classes.

Exam Flag Report Instructions

- Exams are scheduled for those courses that are marked with a final exam of **“Yes”** on the status report.
- All lectures (or sections) of a course flagged for an exam are scheduled for an exam in the same time block unless otherwise specified.
- Exams will be assigned to classrooms with alternate seating (double capacity). This may require multiple classrooms assignments. We cannot guarantee one classroom assignment due to variable class sizes.
- Run the final exam report on SDW: Tableau for your department and download/save to excel.
- Check with faculty to confirm whether a final exam/assessment will be given on final exam day. Final exams are 3 hours maximum. For summer sessions, faculty may presume that their course will be scheduled the same time and same room on final exam day. That is not the case. Like the fall and spring semesters, coursework must end on the last day of classes unless they are opting a final exam.
- Under the **Exam Flag** column of the report, check the flag. Mark a correction to the flag under the **Change to** column.
 - 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). Do not flag the recitations (A, B, C, etc.) Otherwise, the exam program will count the student’s multiple times.
 - 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.

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- **Important:** Be sure to change the final exam flag on the S3: Course – Section – Section Info- Section page [to match](#) your flag changes from the report. 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 the exam flag is set to No, there is no need to provide cross-list information.
- Under the **Comments** column, provide the following:
 - indicate sections should be scheduled separately or at different exam times
 - indicate if the sections need different exam room assignments
 - indicate any special classroom needs for ADA faculty or students
 - indicate media needs such as video conferencing.
- Under the **Alternate Seating** column, indicate whether the instructor *does not want* alternate seating by marking No. Otherwise, we will assign locations with double capacity.

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