

FINAL EXAM SCHEDULE TIMELINE, DATES AND INSTRUCTIONS

Fall 2021 Final Examination Timeline *(dates are subject to change)*

Starting now...	Run the final exam report on SDW under canned reports and save in Excel. Or reference this report: https://www.cmu.edu/es/docs/exam-report.pdf
Friday, September 3	Final Exam Flag Report is DUE! <i>All reports must be returned</i> to Joy Cavaliero via pdf and e-mailed to: js81@andrew.cmu.edu .
Wednesday, September 22	Associate Deans review the semester & mini-2 exam schedule.
Monday, September 27	Departments review the exam draft before posting for cancels or additions.
Thursday, September 30	Draft adjustments (cancels and additions) are due from departments.
Monday, October 4 (tentative)	Final Examination Schedule is posted on the Hub website.

Mini-1 Exam Dates:

Undergraduate & Graduate courses: Thursday, October 14

End of Semester Exam Dates:

Monday, December 6
Tuesday, December 7
Thursday, December 9
Friday, December 10
Monday, December 13
Tuesday, December 14 (Make-Up Exams Only)

Procedure

- Exams are scheduled for those courses that are marked with a final exam of “**Yes**” on the status report. *If the course has a lecture followed with recitations, it is only necessary to flag the lecture. Please check your flags!*
- All lectures (or sections) of a course are scheduled for an exam in the same time block unless otherwise specified.
- 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.) unless the course is cross-listed with another campus location.
- The goal is for students to have a conflict free final exam schedule.
- 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.
- 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 and additions are permitted.

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- Requests for exams that are submitted **after** the exam is posted will be assigned to the last final exam day.
- **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.

S3 and Report Exam Flag Instructions

- Print out your department final exam page form the above website or run the final exam report on SDW under canned reports for your department. SDW can save a report in excel format.
- Check with instructors to confirm whether a final exam will be given during the final exam period. Do not include exams being held before the last day of classes.
- 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 students 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, if any.
 - 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, please indicate if an exam does NOT need alternate capacity. The default is alternate capacity.
- 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 even if you are not offering exams to Joy Cavaliero, js81@andrew.cmu.edu by **September 3** via pdf/scanned document (no pictures please)!

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 .