Spring 2019 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 18**

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

**Monday, January 28**

Mini-1 Exam Schedule is posted on the HUB website.

**Wednesday, February 6**

Associate Deans review the semester & mini-3 exam schedule.

**Monday, February 11**

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

**Thursday, February 14 at noon**

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

**Monday, February 18**

Final Examination Schedule is posted on the Hub website.

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**How are Exams Scheduled**

**Mini-3 Exam Dates:**

- Undergraduate courses: Friday, March 8
- Graduate courses: Wednesday, March 6 – Friday, March 8

**End of Semester Exam Dates:**

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

- 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. Hence, requests for early times or specific dates may not be honored.
- 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, 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 Report 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 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 to match 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 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 ADA 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 folder 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.