FINAL EXAM SCHEDULE TIMELINE, DATES AND INSTRUCTIONS

Spring 2021 Final Examination Timeline

Starting now... Review your final exam flag report pages for your department. Follow the instructions below to complete your section of the report. For SDW:Tableau users, this report can be generated for your department.

Monday, February 8 Final Exam Flag & Report Deadline! All reports must be returned to our office even if you are not offering exams. Email to: js81@andrew.cmu.edu.

Monday, February 22 Mini-3 Exam Schedule is posted on the HUB website.

Wednesday, February 24 Associate Deans review the semester exam schedule.

Monday, March 1 Departments review the exam draft before posting for cancels or additions.

Thursday, March 4 at noon Draft adjustments (cancels and additions) are due from departments.

Monday, March 8 Final Examination Schedule is posted on the Hub website.

How are Exams Scheduled

Mini-3 Exam Dates:
- Undergraduate courses: Friday, March 19
- Graduate courses: Wednesday, March 17, Thursday, March 18, Friday, March 19

End of Semester Exam Dates:
- Monday, May 10
- Tuesday, May 11
- Thursday, May 13
- Friday, May 14
- Monday, May 17
- Tuesday, May 18 (Make-Up Exams)

- Final Exams/Assessments 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 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.). This includes courses that are 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.
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- 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.

Final Exam Flag Report Instructions

- Print out your department final exam page or run final exam report on SDW: Tableau.
- Check with faculty to confirm whether a final exam/assessment will be given.
- Under the Exam Flag column of the report, check the flag. Mark a correction to the flag, if needed by crossing out the current flag and indicating the new flag.
  - 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 students 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.
- 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 classroom requests;
  - indicate sections should be scheduled separately or at different times
  - indicate if the sections need different 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. Exams are permitted to be scheduled in classrooms which will be assigned at a later date:
  - Exams with a teaching modality of IPR, IPP, IPO and IRR may be assigned to university classrooms with covid19 seating restrictions, if desired.
  - Exams with a Remote (REO) only teaching modality must be administered remotely.
- Check your entries on the S3: Course – Section – Section Info- Summary. For SDW:Tableau users, run a final exam flag report within the canned queries folder to check your S3 final exam flag corrections.
- All reports must be returned to our office even if you are not offering exams. Print to pdf and email the report to Joy Cavaliero, 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.