FINAL EXAM FLAG REPORT INSTRUCTIONS

Overview & Schedule Guidelines

- **General Schedule:** End-of-semester exam periods span five days and include reading days. Mini-course exams are generally scheduled on a single day.
    - **Fall Semester:** Includes a Sunday exam period due to the holiday break, with a make-up period on Monday.
    - **Spring Semester:** Does not include a Sunday exam period; uses a second Monday exam period instead.
    - **Mini-1 & Mini-3:** Exam periods are held on Saturdays.
    - **Summer:** Exam periods follow the last day of classes.
- **Standard Exam Windows:** Flagged courses are scheduled into 3-hour time blocks (8:30–11:30 AM, 1:00–4:00 PM, or 5:30–8:30 PM). Time modifications may be made for cross-campus or cross-timezone courses.
- **Schedule Policy:** Once posted, exam dates and times are locked. No changes will be made without approval from the Vice Provost for Education, University Registrar, and College Associate Dean. Exam cancellations and additions are permitted.

Important: Exams are scheduled to minimize student conflicts. Faculty requests for specific or earlier exam times may not be honored.

Step 1: Final Exam Flag Report Instructions

1. **Run & Save Report:**
    - Run the Tableau-SDW canned report: **final exam report by dept** (including all locations).
    - Filter for the correct semester and location(s).
    - Save and export the file in Excel format.
2. **Verify Exam Status:**
    - Confirm with instructors whether a final exam will be administered during the official final exam period.
    - **Do not** flag exams held on or before the last day of regular classes.
3. **Review & Update Exam Flags:**
    - Check the **Exam Flag** column. If a correction is needed, enter the update in the **Change To** column.
    - **Lectures vs. Labs/Recitations:** For numbered sections with linked recitations or labs, **ONLY flag the lecture** (e.g., Section 1, 2, 3 or Lec 11, 12, 13). Do **not** flag recitations or labs (e.g., Section A, B, C) to prevent duplicate exam creation.
    - **Multiple Lectures:** If set to "Yes", all lecture sections for a course will automatically be scheduled in the same time slot unless specified otherwise.
4. **List Cross-Listed Courses:**
    - In the **Cross-Listed Courses** column, list all course numbers cross-listed with the course.
    - If the Exam Flag is set to "No", cross-list details are not required.
5. **Add Specific Instructions to the Comments Column:**

- **Separate Scheduling:** Indicate if course sections should **not** be scheduled together (e.g., *"Section A and Section B have different instructors; request separate exam time slots"*).
- **Room Configurations:** Note if sections need different room assignments at the *same* time slot.
- **Classroom Requests:** Detail specific classroom requirements or non-registrar rooms (e.g., library spaces, department rooms). Listing a non-registrar room implies permission has been granted for exam use.
- **Special Accommodations:** Detail physical accessibility requirements for faculty/students or special instructional technology needs.
- **Time Zones:** Note courses requiring specific time zone coordination across campuses (e.g., Pittsburgh, Silicon Valley, Rwanda) or specific time-of-day constraints (morning, afternoon, evening).

6. **Specify Capacity in the Alternate Seating Column:**
   - By default, all exams are assigned space for **alternate seating** (double capacity), which may involve multiple room assignments.
   - Indicate in this column if an exam does **not** require alternate seating capacity.

Step 2: Final Exam Flag Updates on S3

1. **Update System Data:** Ensure the final exam flag in **S3 (Course > Section > Section Info > Section Details)** matches your updated report.
2. **Audit Entries:** Verify your entries in **S3 (Course > Section > Section Info > Summary)** by running a new final exam flag report.
3. **Submit Report:** Every department must submit their finalized Excel report by the stated deadline.
4. **Post-Deadline Changes:** If an exam flag changes after the submission deadline, notify Joy Cavaliero via email immediately. A data snapshot is taken at the deadline and loaded into a secondary scheduling application that will not reflect subsequent changes made in S3.

Contact Information

For questions or assistance, contact:

- **Joy Cavaliero**, Senior Associate University Registrar
- **Phone:** Extension 8-1907
- **Email:** js81@andrew.cmu.edu