

FINAL EXAM SCHEDULE TIMELINE, DATES AND INSTRUCTIONS

Examination Timeline

Before the 10 th day of classes:	Run your department final exam report on SDW under canned reports for the PIT location. If your department cross-lists with other locations and will be coordinating exams, be sure to select all locations. Please save your file in excel format. All departments need to submit a report & update S3 final exam flag field to match the reports.
On the tenth day of classes:	Final Exam Flag Report Deadline! <i>All excel reports must be returned to our office even if you are <u>not</u> offering exams.</i> Email to: js81@andrew.cmu.edu .
One week after the 10 th day of classes.	Mini-3 Exam Schedule is posted on the HUB website.
Three -four weeks after the 10 th day of classes	Undergraduate associate deans will review the schedule. Departments review the exam draft before posting for cancels or additions. Draft adjustments (cancels and additions) are due from departments by noon.
Fifth week of classes:	Final Examination Schedule is posted on the Hub website.

When & How are Exams Scheduled

Mini-3 Exam Dates:

Undergraduate courses:	Saturday, March 1
Graduate courses:	Saturday, March 1

End of Semester Exam Dates:

Monday, April 28
Tuesday, April 29
Reading Day - No exams are permitted to be held on reading days!
Thursday, May 1
Friday, May 2
Monday, May 5
Tuesday, May 6 (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 marked as lectures) of a course are scheduled for the same exam time in the same time block unless otherwise specified.

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- Exams will be scheduled with alternate seating unless specified and in multiple rooms in some cases for larger classes.
- 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.
- 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. Students are making travel arrangements. Exam cancellations, additions or classroom changes are permitted.

Final Exam Flag Report Instructions

- Run the final exam report on SDW: Tableau for your department and download/save to excel or google sheets.
- 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 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.
- **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 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.
- Update your exam flags 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. Be mindful that SDW reflects changes one day later.
- *All exam reports must be returned to our office even if you are not offering exams. Please send the excel version of the report rather than pdf or share your google sheet* 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 University Registrar at extension 8-1907 or js81@andrew.cmu.edu .