



## 2023-24 Quarterly Final Exam Schedule

### **ALL INSTRUCTORS ARE STRONGLY ENCOURAGED TO:**

- Provide multiple scheduled exams across a variety of start times/days for maximum flexibility, including proctored exams.
- Provide a minimum of 48 hours for students to access exams.
- Set the final exam date during the first week of class and post for students so they can address any exam conflicts.
- Begin exams on or after the first day of exams (some exceptions for Workforce programs) on Wednesday, December 13<sup>th</sup>, Wednesday, March 13<sup>th</sup>, or Wednesday, June 5<sup>th</sup>.
- Withhold correct answers and exam scores until all have taken the exam to improve integrity.
- Require final papers or projects be submitted by the end of the second day of finals (Thursday evening) to ensure adequate time for grading.
- Utilize the recommended testing schedule for on campus courses when opting to proctor in person final exams (see below).

### **INSTRUCTORS CANNOT:**

- Provide accommodations to a student without confirming an official accommodation is in place; this includes students who indicate a COVID-related reason for missing an exam.
- Allow students from one section to “join” the exam of another section as an alternate exam option; laws protect student privacy, including fully online classes.

### **STUDENTS MUST:**

- Check for exam information in course syllabi and Canvas announcements.
- Notify their instructors early if they cannot make a scheduled exam time/day.
- Provide accommodation information to instructors early in the quarter so there is adequate time to put appropriate supports in place.
- Abide by all guidelines and maintain the highest level of ethical standards for all coursework and assessments.

### **Fall 2023**

Recommended Testing Schedule for On Campus Courses:

<b>SCHEDULED COURSE START TIME</b>	<b>EXAM DATE AND TIME</b>
7:30 a.m.	7:30 - 9:30 a.m., Wednesday, December 13
8:40 or 8:50 a.m.	8:40 - 10:40 a.m., Thursday, December 14
9:50 or 10:00 a.m.	9:50 - 11:50 a.m., Friday, December 15
11:00 or 11:10 a.m.	11:00 a.m. – 1:00 p.m., Wednesday, December 13
12:10 p.m.	12:10 p.m. – 2:10 p.m., Thursday, December 14
1:20 p.m.	1:20 – 3:20 p.m., Friday, December 15
2:30 p.m.	2:30 – 4:30 p.m., Thursday, December 14
3:30 p.m.	3:30 – 5:30 p.m., Friday, December 15

<b>EVENING CLASSES</b>	
Monday/Wednesday classes	Wednesday, December 13
Tuesday/Thursday classes	Thursday, December 14

## Winter 2024

Recommended Testing Schedule for On Campus Courses:

<b>SCHEDULED COURSE START TIME</b>	<b>EXAM DATE AND TIME</b>
7:30 a.m.	7:30 - 9:30 a.m., Wednesday, March 13
8:40 or 8:50 a.m.	8:40 - 10:40 a.m., Thursday, March 14
9:50 or 10:00 a.m.	9:50 - 11:50 a.m., Friday, March 15
11:00 or 11:10 a.m.	11:00 a.m. – 1:00 p.m., Wednesday, March 13
12:10 p.m.	12:10 p.m. – 2:10 p.m., Thursday, March 14
1:20 p.m.	1:20 – 3:20 p.m., Friday, March 15
2:30 p.m.	2:30 – 4:30 p.m., Thursday, March 14
3:30 p.m.	3:30 – 5:30 p.m., Friday, March 15
<b>EVENING CLASSES</b>	
Monday/Wednesday classes	Wednesday, March 13
Tuesday/Thursday classes	Thursday, March 14

## Spring 2024

Recommended Testing Schedule for On Campus Courses:

<b>SCHEDULED COURSE START TIME</b>	<b>EXAM DATE AND TIME</b>
7:30 a.m.	7:30 - 9:30 a.m., Wednesday, June 5
8:40 or 8:50 a.m.	8:40 - 10:40 a.m., Thursday, June 6
9:50 or 10:00 a.m.	9:50 - 11:50 a.m., Friday, June 7
11:00 or 11:10 a.m.	11:00 a.m. – 1:00 p.m., Wednesday, June 5
12:10 p.m.	12:10 p.m. – 2:10 p.m., Thursday, June 6
1:20 p.m.	1:20 – 3:20 p.m., Friday, June 7
2:30 p.m.	2:30 – 4:30 p.m., Thursday, June 6
3:30 p.m.	3:30 – 5:30 p.m., Friday, June 7
<b>EVENING CLASSES</b>	
Monday/Wednesday classes	Wednesday, June 5
Tuesday/Thursday classes	Thursday, June 6