

FACULTY EXAM PROCEDURES

FALL 2009:

- **BY Tuesday, November 3:** Faculty go to the IQ Web link called **Faculty Exam Submissions** and indicate what type of exam each class will have. Please note that every class must be assigned to a Regular Exam, a Special Materials Exam, a Scheduled Exam, or no exam.
- For exams to be typed and duplicated by the Faculty secretary, indicate the number of copies and submit by:
Monday, November 30, by 9 a.m.: Originals if typing and duplication are needed.
Wednesday, December 2, by 9 a.m.: Typed originals if only copying is needed.
- **Monday, November 30:** The Exam Scheduling Committee will send the exam envelopes for your self-scheduled (regular and special materials) exams to the mail room. Pick up your exam envelopes **personally** from the **post office window**; students are not allowed to handle the exam envelopes! With the envelopes you will receive instructions for preparing them. **DO NOT USE THESE ENVELOPES FOR ANY OTHER EXAMS. For cross-listed courses make sure students know what department they are registered under.**
- **Tuesday, December 1:** The Registrar will post a list of scheduled exams on the Registrar's Office website. The list will confirm the date, time, and location for each scheduled exam.
- **Thursday, December 10, noon:** Deadline to deliver to the Registrar's Office all exam envelopes--in alphabetical order, unsealed with the flap tucked in, and stuffed with the exam (and with paper, if you are providing it). Note: Students must use a bluebook if paper is not provided in the exam envelope.
- **BRING AN ORIGINAL OF EACH EXAM IN ITS OWN ENVELOPE LABELED "MASTER COPY" TO THE REGISTRAR'S OFFICE WHEN YOU BRING THE EXAM ENVELOPES. PLEASE BE SURE TO FILL OUT THE FRONT OF THE ENVELOPE.**
- Faculty may pick up completed exams in the Registrar's Office during regular working hours (8:30am – 4:30pm) and on Saturday, December 19 from 9:15- noon.

EXAM PERIODS

Monday	December 14	9 a.m.	2 p.m.	No exam
Tuesday	December 15	9 a.m.	2 p.m.	7 p.m.
Wednesday	December 16	9 a.m.	2 p.m.	No exam
Thursday	December 17	9 a.m.	2 p.m.	7 p.m.
Friday	December 18	9 a.m.	2 p.m.	No exam
Saturday	December 19	9 a.m.	No exam	No exam

FACULTY EXAM PROCEDURES

SPRING 2010:

- **BY Tuesday, March 30:** Faculty go to the IQ Web link called **Faculty Exam Submissions** and indicate what type of exam each class will have. Please note that every class must be assigned to a Regular Exam, a Special Materials Exam, a Scheduled Exam, or no exam.
- For exams to be typed and duplicated by the Faculty secretary, indicate the number of copies and submit by:
Monday, April 19, by 9 a.m.: Originals are due if typing and duplication are needed.
Wednesday, April 21, by 9 a.m.: Typed originals are due if only copying is needed.
- **Monday, April 19:** The Exam Scheduling Committee will send the exam envelopes for your self-scheduled (regular and special materials) exams to the mail room. Pick up your exam envelopes **personally** from the **post office window**; students are not allowed to handle the exam envelopes! With the envelopes you will receive instructions for preparing them. **DO NOT USE THESE ENVELOPES FOR ANY OTHER EXAMS. For cross-listed courses make sure students know what department they are registered under.**
- **Tuesday, April 27:** The Registrar will post a list of scheduled exams on the Registrar's Office website. The list will confirm the date, time, and location for each scheduled exam being given.
- **Thursday, April 29, noon:** Deadline to deliver to the Registrar's Office all exam envelopes--in alphabetical order, unsealed with the flap tucked in and stuffed with the exam (and with paper, if you are providing it). Note: Students must use a bluebook if paper is not provided in the exam envelope.
- **BRING AN ORIGINAL OF EACH EXAM IN ITS OWN ENVELOPE LABELED "MASTER COPY" TO THE REGISTRAR'S OFFICE WHEN YOU BRING THE EXAM ENVELOPES. PLEASE BE SURE TO FILL OUT THE FRONT OF THE ENVELOPE.**
- Faculty may pick up completed exams in the Registrar's Office during regular working hours (8:30-4:30) and on Saturday, May 8 from 9:15 - noon.

EXAM PERIODS

Monday	May 3	9 a.m.	2 p.m.	No exam
Tuesday	May 4	9 a.m.	2 p.m.	7 p.m.
Wednesday	May 5	9 a.m.	2 p.m.	No exam
Thursday	May 6	9 a.m.	2 p.m.	7 p.m.
Friday	May 7	9 a.m.	2 p.m.	No exam
Saturday	May 8	9 a.m.	No exam	No exam