

MEMORANDUM

To: Department Room Schedulers

From: Jill Freuden, Registrar's Office

Date: 14 September 2021

Subject: Information about Rule 80, Scheduling Common Examinations

In October 2015, the Faculty Senate approved a revision to the rule governing the scheduling of common examinations. The rule was revised primarily to help reduce conflicts between common examinations and other scheduled class meetings, particularly labs.

The rule was also revised to give instructors greater flexibility in order to allow students more than 50 or 75 minutes to take an exam. The old rule (Rule 76) specifically stated that this was not allowed. However, the working group that reviewed comments about the restriction felt that there was no reason to specify this time constraint. The Academic Affairs Committee and the Faculty Senate agreed.

As a result, the common examination time blocks give two full hours in the evenings (see below). NOTE: This time includes any time that an instructor needs for room set up, for students to check in, for the exam itself, etc. Consequently, there is no need for any additional time prior to the start of the time block (or after the time block ends).

(Excerpt from Rule 80)

Up to four common examinations may be scheduled outside the official class meeting time each semester. Common examination periods may be scheduled at the following time blocks:

Monday and Friday: 7:00 to 8:00 a.m.; 5:00 to 7:00 p.m.; and 7:00 to 9:00 p.m.

Tuesday, Wednesday, and Thursday: 7:00 to 8:00 a.m.; 6:00 to 8:00 p.m.; and 8:00 to 10:00 p.m.

Another distinction to note: The difference between the Monday, Friday evening time block versus the Tuesday, Wednesday, Thursday block is purposeful. The working group found that some late afternoon labs were scheduled until 6pm, but only on Tuesday, Wednesday, or Thursday. They concluded that 6pm was the earliest time that the evening blocks could start on those days. At the same time, they found that it was rare for a lab to be scheduled on Monday or Friday late afternoon or evening; because of that, the common exam times on those days could begin earlier and benefit instructors who wanted an earlier end time.

In the memo presented at the Faculty Senate, the working group suggested that instructors strongly consider scheduling common examinations and other out-of-class examinations on Mondays and Fridays, when fewer lab sections are scheduled in order to minimize conflicts.