Spring 2015 Pilot Final Exam Schedule

The Fall 2014 pilot exam matrix was a success:

- The matrix eliminated a maximum number of student conflicts which is the main scheduling goal
- With the use of CAPS and early scheduling it lessened the highly labor intensive process for departmental schedule reps and the Registrar’s office
- The majority of the exams were scheduled by the first day of classes and were available in SPIRE in both the student and faculty service centers

The pilot challenges were:

- Exam requests that were submitted late resulted in an increase in student conflicts and the need for more make-up exams
- Combining multi-section courses that are not taught as combined sections also increased the number of student conflicts and make-up exam requests
- All double seating requests could not be accommodated and when they were accommodated by moving the exam to a different day/time slot it significantly increased the number of student conflicts and make-up exam requests

Based on the above outcomes we are proceeding with the Spring 2015 matrix with some modifications to further eliminate student conflicts.

New Final Exam Scheduling Process

Schedule reps will continue to mark the final exam code check box when they submit their courses in the Class Automated Proposal System (CAPS). Checking the box indicates a course with a final exam during exam week at the location the course was taught during the term and the time in the matrix. The following exam scheduling rules apply:

- All exam requests should be submitted in CAPS no later than the week before the first day of classes so all exams can be scheduled by the end of add/drop.

- The MATH department exams affect the largest number of students. For these classes MATH will check the CAPS finals box and they will have their own exam code dates and times which the Registrar will assign in SPIRE along with the locations. MATH courses not listed in the matrix will be scheduled as above.

- Multi-section classes that are not taught combined will check the CAPS box and their final exams will be at their individual matrix times. These courses will not be combined into a common exam time.
- Large multi-section courses that are taught as combined courses will check the CAPS box indicating that the final exam is offered on all the combined sections. An exam code and time will be assigned based on the matrix.

- Sections of a course that have electronic and/or online final exams will check the CAPS final exam box and indicate in the comments section the departmental room for the exam. Times will be based on the matrix and Registrar will resolve conflicts.

- Double seating can be requested in CAPS comments but it will only be accommodated if rooms are available at the original assigned exam day/time.

**Spring 2015 Final Exam Matrix**

The first column is the exam start times. The other cells have S 2015 class start times or specific classes. The 6:00 pm exam start time will be used for all classes that start after 4 pm and non-standard class times.

<table>
<thead>
<tr>
<th>EXAM START TIME</th>
<th>DAY 1</th>
<th>DAY 2</th>
<th>DAY 3</th>
<th>DAY 4</th>
<th>DAY 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m</td>
<td>Fri May 1</td>
<td>Mon May 4</td>
<td>Tu or Th 10:00</td>
<td>MATH 131, 233, 233H - All sections</td>
<td>Tu or Th 8:30</td>
</tr>
<tr>
<td></td>
<td>M or W or F 9:05</td>
<td>Tu or Th 10:00</td>
<td>MATH 235 - All sections</td>
<td>M or W or F 8:00</td>
<td>M or W or F 8:00</td>
</tr>
<tr>
<td>10:30 a.m</td>
<td>M or W or F 11:15</td>
<td>Tu or Th 11:30</td>
<td>MATH 235 - All sections</td>
<td>MATH 127, 331 - All sections</td>
<td>M or W or F 10:10</td>
</tr>
<tr>
<td>1:00 p.m</td>
<td>M or W or F 1:25</td>
<td>Tu or Th 1:00</td>
<td>STATISTICS 111, 240, 515 - All sections</td>
<td>MATH 102, 104, 128 - All sections</td>
<td>M or W or F 12:20</td>
</tr>
<tr>
<td>3:30 p.m</td>
<td>Tu or Th 4:00</td>
<td>Tu or Th 2:30</td>
<td>MATH 132, 132H - All sections</td>
<td>M or W or F 4:00</td>
<td>M or W or F 4:00</td>
</tr>
<tr>
<td>6:00 p.m</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>