UNDERGRADUATE EXAM SCHEDULE
FALL 2014

TO: All Undergraduate Faculty

FROM: Rita L. Steiner, Director of Records

Students will be able to access grades via WebAdvisor by the next business day after grades are submitted. Grades for exams given through December 13, 2014 are due in WebAdvisor by 3 p.m., December 19, 2014. Grades received after 3 p.m., December 19, 2014 may not be available to students until after the Christmas Holiday.

EXAM DAY	TIME	CLASSES SCHEDULED
		Study Day: December 11, 2014 (Exams are allotted three hours)
Friday, December 12	9:00 a.m.	Classes which meet Tuesday 4:30 p.m.
	1:00 p.m.	Classes which meet Monday 2:00 p.m.
Saturday, December 13	9:00 a.m.	Classes which meet Monday 11:00 a.m.
	1:00 p.m.	Classes which meet Tuesday 12:15 p.m.
Monday, December 15	9:00 a.m.	Classes which meet Monday 3:00 p.m.
	1:00 p.m.	Classes which meet Monday 4:00, 4:30, or 5:00 p.m.
Tuesday, December 16	9:00 a.m.	Classes which meet Tuesday 9:25 a.m.
	1:00 p.m.	Classes which meet Tuesday 3:05 p.m.
Wednesday, December 17	9:00 a.m.	All introductory and intermediate languages (except Latin and Greek)
	1:00 p.m.	Classes which meet Monday 1:00 p.m.
Thursday, December 18	9:00 a.m.	Classes which meet Monday 12:00 p.m.
	1:00 p.m.	Classes which meet Tuesday 1:40 p.m.
Friday, December 19	9:00 a.m.	Classes which meet Monday 10:00 a.m.
	1:00 p.m.	Classes which meet Monday 8:00 a.m.
Saturday, December 20	9:00 a.m.	Classes which meet Monday 9:00 a.m.
	1:00 p.m.	Classes which meet Tuesday 10:50 a.m.
Friday, December 12	6:30 p.m.	Classes which meet Tuesday 8:00 a.m.
Monday, December 15	6:30 p.m.	Classes which meet Monday and Wednesday 6:00 or 6:30 p.m., and Monday only 6:30 p.m.
Tuesday, December 16	6:30 p.m.	Classes which meet Tuesday and Thursday 6:00 or 6:30 p.m. and Tuesday only 6:30 p.m.
Wednesday, December 17	6:30 p.m.	Classes which meet Monday and Wednesday 8:00 p.m., and Wednesday only 6:30 p.m.
Thursday, December 18	6:30 p.m.	Classes which meet Tuesday and Thursday 8:00 p.m., and Thursday only 6:30 p.m.

General Notes

- The instructor of the course will serve as proctor of the exam. If it is necessary to obtain a substitute proctor, please make the necessary arrangements with your department chair and inform the appropriate Dean.
- The exam will be held in the same room in which the class regularly meets unless other arrangements are made with the Records Office (410-617-2256).
- To eliminate any confusion, please discuss your exam date, time, and location with your students.
- Faculty teaching courses that do not fall into any of the time categories should contact the Records Office (410-617-2256).
- Conflicts should be resolved with the instructor involved. If this is not possible, please consult the department chair.
- Students must obtain the approval of their instructor to change an exam date or time.
- **FINAL GRADES ARE DUE TO THE RECORDS OFFICE VIA WEBADVISOR 72 HOURS AFTER THE EXAM. THE RECORDS OFFICE IS CLOSED SATURDAY AND SUNDAY.**

Examination Regulations

1. Faculty are required to give a final exam in each course unless the department chair has approved a waiver of this requirement (Academic Council, Minutes, March 6, 1969, p. 3).

2. All exams are to be given during the regular exam period at the assigned times as specified on the exam schedule. Lecture courses with labs must use the lecture time for determining the exam period; otherwise, classroom conflicts may occur.

   Please do not give final exams during the regular class periods. It is expected that regular class work will continue through the last class, Wednesday, December 10, 2014.

3. All exam periods are for three hours; however, the exam may require a lesser amount of time. Please consult the department chair if a longer period is needed, and the Records Office (410-617-2256) to ensure classroom availability.

4. The use of take-home exams is discouraged because of the problems that usually arise. If a take-home exam is used, please give the students specific instructions, preferably in writing, regarding the use of textbooks, notes, computer resources, research resources, assistance from librarians, use of notes of other students, etc.

5. **All exams are to be actively proctored by the instructor.**

6. Refer to the Honor Code for procedure for reporting violations of the Honor Code. Please do not hesitate to give a general warning to the class if students are behaving in a manner suggestive of dishonest behavior.

7. If undergraduate exams scheduled for 9:00 a.m. and/or 1:00 p.m. are postponed because of weather inclement Friday–Saturday, December 12–13, 2014, they will be rescheduled for Sunday, December 14, 2014 at the same time in the same rooms.

8. If undergraduate exams scheduled for 6:30 p.m. are postponed because of inclement weather Friday, December 12, 2014, they will be rescheduled for Saturday, December 13, 2014 at the same time in the same rooms.

9. If undergraduate exams scheduled for 9:00 a.m. and/or 1:00 p.m. are postponed because of inclement weather Monday–Saturday, December 12–20, 2014, they will be rescheduled for Sunday, December 21, 2014 at the same time in the same rooms.

10. If undergraduate exams scheduled for 6:30 p.m. are postponed because of inclement weather Monday–Thursday, December 15–18, 2014, they will be rescheduled for Friday, December 19, 2014 at the same time in the same rooms.

11. Green Books are available through Printing Services. The Green Book is a custom-made exam book which was developed in 1991 by the SGA with the support of the College Council. Green Books are individually numbered and should not be distributed to students prior to the exam. The books should be requested through Printing Services at least 72 hours in advance of the exam date. This will allow sufficient time for delivery of the books to the instructor or the department's administrative assistant. Printing Services hours are Monday–Friday, 8:30 a.m. to 5 p.m. You can request exam books by contacting printingservices@loyola.edu. Exam books come 25 to a pack so please order the number of packs you need.

12. Exams to be duplicated may be e-mailed to printingservices@loyola.edu. Please be sure to specify the total amount needed. Students working in the Printing Services department do not have access to the printingservices@loyola.edu e-mail, nor do they have access to exams as they are being copied. Exams are placed in a heat-sealed package with covering on top for security purposes. Exams will be delivered to the department by a Loyola University Maryland employee and must be signed for by a faculty or staff member only. Exams to be duplicated will not be accepted from a student nor given to a student for pickup. To ensure you receive your exams on time, Printing Services requires a minimum of 24 hours advance notice. Your cooperation with this procedure is greatly appreciated. Please contact Printing Services (x1132 or x1134) for any questions or inquiries.

    Please make certain that the department's administrative assistant is briefed regarding exam security problems. **A PAPER SHREDDER IS AVAILABLE IN THE RECORDS OFFICE (MH141) FOR DISPOSAL OF CONFIDENTIAL MATERIAL**. Exams should be kept under lock until the papers have been graded.

Subject to Change