

**UNDERGRADUATE EXAM SCHEDULE
FALL 2018**

TO: All Undergraduate Faculty
FROM: Rita L. Steiner, Director of Records

Students can access grades via WebAdvisor by the next business day after grades are submitted. Courses appearing without grades indicate grades have not been processed. Grades submitted for exams given through December 17, 2018 are due in WebAdvisor by 3 p.m. December 21, 2018. Grades received after 3 p.m. December 21, 2018 may not be available until after the Christmas Holiday.

**STUDY DAY – DECEMBER 11, 2018
(Exams are allotted three hours)**

EXAM DAY	TIME	CLASSES SCHEDULED
Wednesday, December 12	9:00 a.m.	Classes which meet Tuesday 3:05 p.m., and Thursday only 3:05 p.m.
	1:00 p.m.	Classes which meet Monday 12:00 p.m.
	6:30 p.m.	Classes which meet Monday and Wednesday 6:00/6:30 p.m., and Wednesday only 6:00/6:30 p.m.
Thursday, December 13	9:00 a.m.	Classes which meet Tuesday 4:30/5:00 p.m., and Thursday only 4:30/5:00 p.m.
	1:00 p.m.	Classes which meet Tuesday 10:50 a.m.
	6:30 p.m.	Classes which meet Tuesday and Thursday 6:00/6:30 p.m., and Thursday only 6:00/6:30 p.m.
Friday, December 14	9:00 a.m.	All introductory and intermediate languages (except Latin and Greek)
	1:00 p.m.	Classes which meet Monday 4:00/4:30/5:00 p.m., and Wednesday only 4:30/5:00 p.m.
	6:30 p.m.	Classes which meet Monday 11:00 a.m.
Saturday, December 15	9:00 a.m.	Classes which meet Monday 1:00 p.m.
	1:00 p.m.	Classes which meet Tuesday 1:40 p.m.
Monday, December 17	9:00 a.m.	Classes which meet Monday 2:00 p.m.
	1:00 p.m.	Classes which meet Monday 10:00 a.m.
	6:30 p.m.	Classes which meet Monday and Wednesday 8:00 p.m., and Monday only 6:00/6:30 p.m.
Tuesday, December 18	9:00 a.m.	Classes which meet Tuesday 9:25 a.m.
	1:00 p.m.	Classes which meet Tuesday 12:15 p.m.
	6:30 p.m.	Classes which meet Tuesday and Thursday 8:00 p.m., and Tuesday only 6:00/6:30 p.m.
Wednesday, December 19	9:00 a.m.	Classes which meet Monday 9:00 a.m.
	1:00 p.m.	Classes which meet Monday 3:00 p.m., and Wednesday only 3:00 p.m.
Thursday, December 20	9:00 a.m.	Classes which meet Tuesday 8:00 a.m.
	1:00 p.m.	Class which meet Monday 8:00 a.m.

General Notes

- The instructor of the course serves 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 is 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 (410-617-2020).
- 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 given during the regular exam period at the assigned times as specified on the exam schedule. Lecture courses with labs and Messina courses 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, **Monday, December 10, 2018.**
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 (410-617-2020) 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 procedures 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 inclement weather Wednesday–Saturday, December 12–15, 2018, they will be rescheduled for Sunday, December 16, 2018 at the same times in the same rooms.

8. If undergraduate exams scheduled for 6:30 p.m. are postponed because of inclement weather Wednesday–Friday, December 12–14, 2018, they will be rescheduled for Saturday, December 15, 2018, at the same times in the same rooms.
9. If undergraduate exams scheduled for 6:30 p.m. are postponed because of inclement weather Monday–Tuesday, December 17–18, 2018, they will be rescheduled for Wednesday-Thursday, December 19-20, 2018, at the same times in the same rooms.
10. If undergraduate exams scheduled for 9:00 a.m. and/or 1:00 p.m. are postponed because of inclement weather Monday–Thursday, December 17–20, 2018, they will be rescheduled for Friday, December 21, 2018 at the same times 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 allows sufficient time for delivery of the books to the instructor or the department's administrative assistant. Printing Services hours are Monday–Friday, 8:00 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 emailed to printingservices@loyola.edu or you may select printing services in your printer dropdown selection and follow the prompts there. Please be sure to specify the total amount needed. Students working in Printing Services do not have access to the printingservices@loyola.edu email, 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 are not 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 36 hours advance notice, not counting weekends. Your cooperation with this procedure is greatly appreciated. Please contact Printing Services (410-617-1130 or 410-617-1134 or 410-617-1141) for any questions or inquiries.

Please make certain that the department's administrative assistant is briefed regarding exam problems. **A PAPER SHREDDER IS AVAILABLE IN THE RECORDS OFFICE (MH141) AND IN PRINTING SERVICES (RM 106, 5104 YORK ROAD) FOR DISPOSAL OF CONFIDENTIAL MATERIALS.** Exams should be kept under lock until the papers have been graded.