

Final Exam Policy

Our State mandated instructional schedule includes the final exam period. In order to be in compliance with New York State Education Department requirements, we must adhere to the final exam schedule.

College policy requires that you select one of the alternatives listed below as an activity to be conducted for each of your courses during the final exam period.

1. A comprehensive exam to be given at the time designated in the final exam schedule.
2. A unit exam, covering the last unit or module of the course, to be given at the time designated in the final exam schedule.
3. A term project or take home exam delivered to the instructor at some time during the designated final exam period.
4. An evaluation of projects, papers, or performances completed during the term, the evaluations to be scheduled during the designated final exam period at a time convenient for both student and instructor.

FINAL EXAM SCHEDULE – FALL 2008

✓ Evening and Saturday class exams are held during the regular class meeting times (12/11 –12/17).

To identify your exam time and date, follow these instructions:

1. Determine the time and combination of days your class now meets (TR = Tuesday and Thursday or MWF = Monday, Wednesday, Friday).
2. Look in the table to find the combination that contains both the days your class meets and time your class starts.
3. In the shaded horizontal area at the top of the table is the exam date. In the shaded vertical area at the left in the table is the exam time.

For example, if a class meets on MWF and starts at or between 9:00 and 9:55, the exam date is Wednesday 12/17, and the exam time is 8:40 – 10:40.

Exam Time ↓	Exam Date → Thurs. 12/11	Fri. 12/12	Mon. 12/15	Tues. 12/16	Wed. 12/17
8:40 a.m.- 10:40 a.m.	TR Combinations Beginning At or Between 8:40 – 9:55	ISP 081 Group Exams 8:40 – 11:40 a.m. ----- ENG 101 Group Exams 12 – 3 p.m.	MWF Combinations Beginning At or Between 8 – 8:55	TR Combinations Beginning At or Between 8 – 8:35	MWF Combinations Beginning At or Between 9 – 9:55
10:50 a.m. – 12:50 p.m.	TR Combinations Beginning At or Between 10-11:30		MWF Combinations Beginning At or Between 10-10:55	TR Combinations Beginning At or Between 11:40-12:55	MWF Combinations Beginning At or Between 11-Noon
1 p.m. – 3 p.m.	MAT Group Exams	MWF Combinations Beginning At or Between 2 – 2:35	TR Combinations Beginning At or Between 1 – 1:55	MWF Combinations Beginning At or Between 12:05 – 1:55	
3:10 – 5:10 p.m.	TR Combinations Beginning At or Between 3:35 – 4:55	MWF Combinations Beginning At or Between 2:40-2:55	MWF Combinations Beginning At or Between 4-4:55	TR Combinations Beginning At or Between 2 – 3:30	MWF Combinations Beginning At or Between 3 – 3:55