UNDERGRADUATE EXAM SCHEDULE
SPRING 2013

TO: All Undergraduate Faculty

FROM: Rita L. Steiner, Director of Records

EXAM DAY	TIME	CLASSES SCHEDULED
		STUDY DAY – APRIL 30, 2013 **(Exams are allotted three hours)**
Wednesday, May 1	9:00 a.m.	Classes which meet Monday 10:00 a.m.
	1:00 p.m.	Classes which meet Monday 2:00 p.m.
Thursday, May 2	9:00 a.m.	Classes which meet Monday 12:00 p.m.
	1:00 p.m.	Classes which meet Tuesday 12:15 p.m.
Friday, May 3	9:00 a.m.	Classes which meet Monday 9:00 a.m.
	1:00 p.m.	Classes which meet Monday 1:00 p.m.
Saturday, May 4	9:00 a.m.	Classes which meet Tuesday 8:00 a.m.
	1:00 p.m.	All introductory and intermediate languages (except Latin and Greek)
Monday, May 6	9:00 a.m.	Classes which meet Monday 8:00 a.m.
	1:00 p.m.	Classes which meet Monday 4:00, 4:30, or 5:00 p.m.
Tuesday, May 7	9:00 a.m.	Classes which meet Tuesday 1:40 p.m.
	1:00 p.m.	Classes which meet Tuesday 4:30 p.m.
Wednesday, May 8	9:00 a.m.	Classes which meet Monday 11:00 a.m.
	1:00 p.m.	Classes which meet Monday 3:00 p.m.
Thursday, May 9	9:00 a.m.	Classes which meet Tuesday 10:50 a.m.
	1:00 p.m.	Classes which meet Tuesday 3:05 p.m.
Wednesday, May 1	6:30 p.m.	Classes which meet Monday and Wednesday at 6:00 or 6:30 p.m., and Wednesday only at 6:30 p.m.
Thursday, May 2	6:30 p.m.	Classes which meet Tuesday and Thursday at 6:00 or 6:30 p.m., and Thursday only at 6:30 p.m.
Friday, May 3	6:30 p.m.	Classes which meet Tuesday 9:25 a.m.
Monday, May 6	6:30 p.m.	Classes which meet Monday and Wednesday at 8:00 p.m., and Monday only at 6:30 p.m.
Tuesday, May 7	6:30 p.m.	Classes which meet Tuesday and Thursday at 8:00 p.m., and Tuesday only at 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 Dean of the School of Education or Dean of Loyola College of Arts and Sciences or the Dean of the Sellinger School of Business and Management.
- 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).
- 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).
- 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 72 HOURS AFTER THE EXAM. THE RECORDS OFFICE IS CLOSED SATURDAY AND SUNDAY.**

Exam 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 examinations 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, Monday, April 29, 2013.

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. Green Books are available through Central Duplicating. 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 Central Duplicating 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. Central Duplicating hours are Monday–Friday, 8:30 a.m. to 5 p.m.

8. Exams to be duplicated may be e-mailed to examscd@loyola.edu or placed in a manila envelope and dropped in the one of the green Central Duplicating lock boxes placed around campus. Please be sure to specify the total amount needed. Students working in Central Duplicating do not have access to the examscd@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, Central Duplicating requires a minimum of 24 hours advance notice. Your cooperation with this procedure is greatly appreciated. Please contact Central Duplicating (x1132 or x1130) 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