

Final Exam Schedule: 16-Week Classes, Fall 2020

Exam Time:	Friday: 11/20	Saturday: 11/21	Monday: 11/23	Tuesday: 11/24	Wednesday: 11/25
7:30 am-9:30 am	All 8:00 am MWF classes	All 9:35 am TTH classes	All 9:10 am MWF classes	All 8:00 am TTH classes	Additional option for classes with time conflicts
10:00 am-12:00 pm	All 10:20 am MWF classes	All ACC 255/256 and CHM 151 classes	All 11:30 am MWF classes	All 11:10 am TTH classes	Additional option for classes with time conflicts
12:30 pm-2:30 pm	All 12:40 pm MWF classes and All 12:45 pm Friday- and Saturday-only classes	All 12:45 pm TTH classes and All 1:50 pm 4-day combination M-F classes	All 12:45 pm MW classes and All 2:20 pm Friday-only classes	All 2:20 pm TTH classes and All 3:00 pm 4-day combination M-F classes	Additional option for classes with time conflicts
3:00 pm-5:00 pm	All 4:00 pm MW classes and All 4:00 or 4:30 pm Monday-only classes and All 4:00 or 4:30 pm Wednesday-only classes	All 2:20 pm MW classes	All 4:00 pm TTH classes and All 4:00 or 4:30 pm Tuesday-only classes and All 4:00 or 4:30 pm Thursday only classes and All 4:10 pm 4-day combination M-F classes	All Thursday-single-day classes that begin at 5:00, 5:30, or 6:00 pm.	Additional option for classes with time conflicts
5:30 pm-7:30 pm	All Monday-single-day classes that begin at 5:00, 5:30, or 6:00 pm.	All Tuesday-single-day classes that begin at 5:00, 5:30, or 6:00 pm.	All Wednesday-single-day classes that begin at 5:00, 5:30, or 6:00 pm.	All Thursday-single-day classes that begin at 6:30, 7:00, or 7:30 pm.	Additional option for classes with time conflicts
8:00 pm-10:00 pm	All Monday-single-day classes that begin at 6:30, 7:00, or 7:30 pm.	All Tuesday-single-day classes that begin at 6:30, 7:00, or 7:30 pm and All Tuesday, Wednesday, Thursday classes that begin at 5:30	All Wednesday- single-day classes that begin at 6:30, 7:00, or 7:30 pm and All Tuesday, Wednesday, Thursday classes that begin at 6:40	All Saturday only classes	Additional option for classes with time conflicts

Final Exams will be administered on the last meeting day of class for 5-week, 7.5-week, and DD-session classes.

How do I schedule exam times for classes that are not included above?

The following paragraph clarifies how to schedule exam times for classes that are not included on the Fall 2020 Final Exam schedule:

- If class meeting times do not fit within the standard meeting times and the published final examination schedule, the instructor will need to evaluate the schedule and determine which examination time will prevent or reduce conflicts for students. The instructor must then poll the class to find out whether there is an actual conflict. If insurmountable problems are encountered, the instructor must contact the department chair or, if necessary, the dean. The Schedule of Classes staff is also available to provide assistance at: Registrar.ScheduleofClasses@nau.edu.
- If a Saturday class was added to a TTH class due to COVID-19, use the standard TTh meeting time scheduled for the final exam.

In addition:

- There is minimal potential for conflicts in some time slots where multiple class meeting times are scheduled for finals. Please poll the class and follow the process in the bullet point above.
- Please poll single night 5:30 to 10:00 pm Friday classes as described in the bullet point above, since no finals are scheduled on Friday.
- Each academic unit should work with the appropriate building manager(s) to post a template list of final-exam meeting times on the door of each classroom, two weeks prior to the start of finals week. The template will be available on the Schedule of Classes webpage, under the *Additional Materials* accordion: [Final Exam Door Sign Template for Posting on Classroom Doors](#).
 - Instructors should list the class whose final exam is scheduled to be offered in the room and also input their name in the designated timeslot. If conflicts are identified, academic units should contact Schedule of Classes promptly, so alternative locations and/or times can be arranged well before finals begin.

As always:

We encourage units to consider online and alternative assessment measures in lieu of a traditional, in-person, pen and paper final exam. For those units that have specific requirements (accreditation, curricular, or otherwise), we will work with you to identify alternate/additional spaces if remote or online testing isn't feasible or if there are capacity issues with the assigned room (such as limits to proper physical distancing).

As with anything related to this COVID-19 situation, things may change as the semester progresses. Please have a pivot plan in place in case circumstances necessitate a shift to completely remote instruction.