

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 – SPRING 2018

✓ Evening and Saturday class exams are held during the regular class meeting times (5/09 – 5/15).

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

- Determine the time and combination of days your class now meets (TR = Tuesday and Thursday or MWF = Monday, Wednesday, Friday).
- Look in the table to find the combination that contains both the days and time your class meets.
- 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 at or between 9:00 and 9:55, the exam date is Friday 5/11, and the exam time is 8:40 – 10:40.

Exam Time ↓	Exam Date → Wed. 5/09	Thurs. 5/10	Fri. 5/11	Mon. 5/16	Tue. 5/15
8:40 a.m.- 10:40 a.m.	English 101 and OTP 081 Group Exams 8:40 – 11:40 a.m.	TR Combinations Beginning At or Between 8-8:35	MWF Combinations Beginning At or Between 9-9:55	MWF Combinations Beginning At or Between 8 – 8:55	TR Combinations Beginning At or Between 8:40 – 9:55
10:50 a.m. – 12:50 p.m.	----- English 101 and OTP 081 Group Exams 12 – 3 p.m.	TR Combinations Beginning At or Between 10-11:30	MWF Combinations Beginning At or Between 11:00 - Noon	MWF Combinations Beginning At or Between 10 – 10:55	TR Combinations Beginning At or Between 11:40 -12:55
1 p.m. – 3 p.m.		MAT Group Exams	MWF Combinations Beginning At or Between 12:05 – 1:55	MWF Combinations Beginning At or Between 2-2:35	TR Combinations Beginning At or Between 1 – 1:55
3:10 – 5:10 p.m.		TR Combinations Beginning At or Between 2-3:30	MWF Combinations Beginning At or Between 2:40 – 2:55	MWF Combinations Beginning At or Between 3 – 3:55	TR Combinations Beginning At or Between 3:35 – 4:55