

COLLEGE OF THE ALBEMARLE
Dare Campus, Edenton-Chowan Center, Elizabeth City Campus

Final Exam Schedule
Spring Semester 2012

Exam Date & Time For Classes Meeting

Wednesday, May 2

8:00-10:30.....8:00 MWF
 11:00-1:30.....11:00 MWF
 2:00- 4:30.....All Elizabeth City Campus DAY sections of MAT 60, MAT 70, MAT 80,
 In Rooms AE208, A223, A226, A229, A232, and A236

Thursday, May 3

8:00-10:30..... 8:00 TTH
 11:00-1:30..... 11:00 TTH
 2:00-4:30.....All ECC DAY sections of ENG 111 in Rooms AE208, A223, A226, and A229
 All ECC DAY sections of ENG 080 and ENG 090 in Rooms A210, A232, and A233

Friday, May 4

8:00-10:30.....9:00 MWF
 11:00-1:30.....1:00 MWF
 2:00-4:30.....2:00 MWF
 All ECC DAY sections of RED 080 and RED 090 in Rooms A210, A232, and A233

Monday, May 7

8:00-10:30.....10:00 MWF
 11:00- 1:30.....12:00 MWF
 2:00-4:30..... Other

Tuesday, May 8

8:00-10:30..... 9:30 TTH
 11:00- 1:30..... 12:30 TTH
 2:00- 4:30..... 2:00 TTH

Final exams for **evening** and **weekend** classes will be conducted according to the following schedule. Exam periods are expected to match the hours scheduled for the course. If the exam does not require the full period, the remaining time should be used for instruction (i.e., review prior to the exam).

- May 2 Final exams for classes that meet on Wednesday night only. Regular class meeting for classes that meet on both Monday and Wednesday nights.
- May 3 Final exams for classes that meet on Thursday night only. Regular class meeting for classes that meet on both Tuesday and Thursday nights.
- May 4 Final exams for classes that meet on Friday night only.
- May 5 Final exams for classes that meet on Saturday only.
- May 7 Final exams for classes that meet on Monday night only and for classes that meet on both Monday and Wednesday nights.
- May 8 Final exams for classes that meet on Tuesday night only and for classes that meet on both Tuesday and Thursday nights.

(Over)

Final grades are now entered through Web Advisor. Faculty should enter their final grades for each class as soon as possible after completing the exam and calculating final averages. In most cases final grades should be entered into Web Advisor by 2:00 pm the day following the exam.

All final grades must be entered into Web Advisor no later than 4:00 pm, Wednesday, May 9.

During exam week a class needs to meet the same number of contact hours as it does during the semester. For instance, if a class meets 3, 5, or 9 hours per week, then it needs to meet that number of hours during exam week. Classes meeting more than three (3) hours each week are expected to meet full contact hours for the exam week by meeting during the two exam periods. The first exam period can be used for class instruction and the second for the final exam.

Exams for classes which meet at times other than those listed in the exam schedule should be arranged by the instructor so that they occur during the exam period. Instructors must receive prior approval in writing from the VP of Learning via their department chair if it becomes necessary to deviate from this schedule.

The exam period must be used for an exam or some type of instruction. It is requested that a student be allowed to take an exam with another section, when feasible, if the student has three exams scheduled on one day.