

MEMORANDUM

TO: The faculty
FROM: Dean Ward and Uko Zylstra, academic deans
DATE: 10 June 2008
SUBJECT: Fall 2008 test schedule

Here is the test schedule for fall 2008. There are two class categories: Monday/Wednesday/Friday (MWF) and Tuesday/Thursday (TTh). The fact that most TTh classes meet for 75 minutes has been taken into account.

A few classes, other than the 75-minute TTh blocks, meet two days a week; many classes meet four days a week with various options for the four days. Instructors for these courses should use the test time which overlaps the class time, staying as close as possible to the schedule (e.g., MTThF classes at 8:00 a.m. would follow the schedule for the TTh 8:35 a.m. test time on Tuesday, instead of the MWF schedule for a test on Wednesday; TTh classes from 11:30 a.m.-12:30 p.m. would follow the TTh 12:05 p.m. test time).

Tests in evening classes are to be scheduled by the instructor.

One of the advantages of this schedule is that students are unlikely to have two tests on the same day.

Related to testing is the matter of grading. Please remember to tell students in advance (normally, by means of your course syllabus) how you arrive at a course grade and whether and in what way you take attendance into account. Also, keep in mind that it is your responsibility to take up the matter of attendance with students who are irregular in classroom attendance (*Handbook for Teaching Faculty*, 4.2.4.1).

		Test Day	Sept.	Oct.	Nov.	Dec.
M W F Classes	8:00 a.m.	Wednesday	24	8, 22	12, 26	10
	9:00 a.m.	Friday	19	3, 17, 31	14	5
	10:30 a.m.	Wednesday	17	1, 15	5, 19	3
	11:30 a.m.	Monday	15, 29	13, 27	10, 24	
	12:30 p.m.	Friday	26	10, 24	7, 21	8(Mon. with Fri. schedule)
	1:30 p.m.	Monday	22	6, 20	3, 17	1
	2:30 p.m.	Wednesday or Friday	17	3, 15, 31	12, 26	
T Th Classes	8:35-9:50 a.m.	Tuesday	23	7, 21	11, 25	9
	10:30-11:45 a.m.	Thursday	18	2, 16, 30	13	4
	12:05-1:20 p.m.	Tuesday	16, 30	14	4, 18	2
	1:30-2:45 p.m.	Thursday	25	9, 23	6, 20	11