

## MEMORANDUM

**TO:** Teaching faculty  
**FROM:** Cheryl Brandsen, Mark Williams, and Uko Zylstra, academic deans  
**DATE:** 30 June 2009  
**SUBJECT:** Fall 2009 test schedule

Here is the test schedule for fall 2009. 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	16, 30	14	4, 18	2
	9:00 a.m.	Friday	18	2, 16, 30	13	4
	10:30 a.m.	Wednesday	23	7, 21	11, 25	9
	11:30 a.m.	Monday	14, 28	12, 26	9, 23	
	12:30 p.m.	Friday	11, 25	9, 23	6, 20	
	1:30 p.m.	Monday	21	5, 19	2, 16, 30	
	2:30 p.m.	Wednesday or Friday	16, 30	16, 30	13	2
T Th Classes	8:35-9:50 a.m.	Tuesday	22	6, 20	10, 24	8
	10:30-11:45 a.m.	Thursday	17	1, 15, 29	12	3
	12:05-1:20 p.m.	Tuesday	15, 29	13	3, 17	1
	1:30-2:45 p.m.	Thursday	24	8, 22	5, 19	10

For your convenience a copy of the fall 2009 exam schedule is printed on the back of this memo.

## Exam Schedule

Fall 2009

It is the responsibility of students to arrange their schedules in such a way that they will have no examination conflicts.

CLASS TIME		EXAMINATION TIME		
TIME	DAYS	DAY	DATE	TIME
8:00	M W F	Mon.	Dec. 14	9:00 a.m.
9:00	M W F	Tues.	Dec. 15	1:30 p.m.
10:30	M W F	Thurs.	Dec. 17	9:00 a.m.
11:30	M W F	Fri.	Dec. 18	9:00 a.m.
12:30	M W F	Thurs.	Dec. 17	1:30 p.m.
1:30	M W F	Wed.	Dec. 16	9:00 a.m.
2:30	M W F	Tues.	Dec. 15	9:00 a.m.
3:30	M W F	Fri.	Dec. 18	6:30 p.m.
4:30	M W F	Thurs.	Dec. 17	6:30 p.m.
8:00	T T	Fri.	Dec. 18	6:30 p.m.
8:35	T T	Fri.	Dec. 18	6:30 p.m.
9:00	T T	Fri.	Dec. 18	6:30 p.m.
10:00	T T	Wed.	Dec. 16	1:30 p.m.
10:30	T T	Wed.	Dec. 16	1:30 p.m.
11:30	T T	Fri.	Dec. 18	1:30 p.m.
12:05	T T	Fri.	Dec. 18	1:30 p.m.
12:30	T T	Fri.	Dec. 18	1:30 p.m.
1:00	T T	Mon.	Dec. 14	1:30 p.m.
1:30	T T	Mon.	Dec. 14	1:30 p.m.
2:30	T T	Tues.	Dec. 15	6:30 p.m.
3:30	T T	Tues.	Dec. 15	6:30 p.m.
Monday Evenings		Mon.	Dec. 14	6:30 p.m.
Tuesday Evenings		Tues.	Dec. 15	6:30 p.m.
Wednesday Evenings		Wed.	Dec. 16	6:30 p.m.
Thursday Evenings		Thurs.	Dec. 17	6:30 p.m.
Mon & Wed Evenings		Mon.	Dec. 14	6:30 p.m.
Tues & Thurs Evenings		Tues.	Dec. 15	6:30 p.m.

Examinations in subjects which have class meetings in both the Monday/Wednesday/Friday (MWF) and Tuesday/Thursday (TT) sequences should be scheduled according to the sequence in which they have the larger number of times in each sequence. If a class meets an equal number of times in each sequence, the examination should be scheduled according to the sequence which shows an earlier date or time in the examination schedule.

Students that are enrolled in any section of Mathematics 161 will have a common exam time on Monday, December 14 at 6:30 p.m.

Students that are enrolled in any section of Business 203 will have a common exam time on Monday, December 14 at 6:30 p.m.