

MEMORANDUM

TO: The faculty
FROM: Cheryl Brandsen, Stan Haan, and Mark Williams, academic deans
DATE: 3 January 2012
SUBJECT: Spring 2012 test schedule

Here is the test schedule that you are requested to follow for spring 2012. There are two class categories: Monday/Wednesday/Friday (MWF) and Tuesday/Thursday (TTh). The fact that most Tuesday/Thursday (TTh) classes meet for 75 minutes has been taken into account.

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 (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; a few classes, other than the 75-minute TTh blocks, meet two days a week, e.g., TTh classes from 11:30-12:30 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	Feb.	Mar.	April	May
M / W / F Classes	8:00 a.m.	Wednesday	15, 29	14	4, 18	9
	9:00 a.m.	Friday	17	2, 16	13, 27	7
	10:30 a.m.	Wednesday	8, 22	7, 28	11	2
	11:30 a.m.	Monday	6, 20	5, 26	9, 23	
	12:30 p.m.	Friday	10, 24	9, 30	20	4
	1:30 p.m.	Monday	13, 27	12	2, 16, 30	
	2:30 p.m.	Wednesday, Friday	10, 22	7, 28	13	2
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T / Th Classes	8:35-9:50 a.m.	Tuesday	7, 21	6, 27	10	1
	10:30-11:45 a.m.	Thursday	9, 23	8, 29	12, 26	
	12:05-1:20 p.m.	Tuesday	14, 28	13	3, 17	8
	1:30-2:45 p.m.	Thursday	16	1, 15	5, 19	3

Final Examination Schedule

Spring 2012

The following schedule has been designed and approved with the expectation that students must plan to take up to two examinations per day. Questions about this schedule or policy should be directed to acadservices@calvin.edu.

Class Time		Examination Time		
Time	Days	Day	Date	Time
8:00 a.m.	M W F	Fri.	May 11	9:00 a.m.
9:00 a.m.	M W F	Sat.	May 12	1:30 p.m.
10:30 a.m.	M W F	Tues.	May 15	9:00 a.m.
11:30 a.m.	M W F	Wed.	May 16	9:00 a.m.
12:30 p.m.	M W F	Tues.	May 15	1:30 p.m.
1:30 p.m.	M W F	Mon.	May 14	9:00 a.m.
2:30 p.m.	M W F	Sat.	May 12	9:00 a.m.
3:30 p.m.	M W F	Wed.	May 16	6:30 p.m.
8:00, 8:35, 9:00 a.m.	T T	Fri.	May 11	6:30 p.m.
10:30 a.m.	T T	Mon.	May 14	1:30 p.m.
11:30 a.m. , 12:05, 12:30 p.m.	T T	Wed.	May 16	1:30 p.m.
1:00, 1:30 p.m.	T T	Fri.	May 11	1:30 p.m.
2:30, 3:30 p.m.	T T	Sat.	May 12	6:30 p.m.
Monday Evenings		Mon.	May 14	6:30 p.m.
Tuesday Evenings		Tues.	May 15	6:30 p.m.
Wednesday Evenings		Wed.	May 16	6:30 p.m.
Thursday Evenings		Tues.	May 15	6:30 p.m.
Monday & Wednesday Evenings		Mon.	May 14	6:30 p.m.
Tuesday & Thursday Evenings		Sat.	May 12	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 enrolled in any Math 172 will have a common exam on Monday, May 14 at 6:30 p.m.

Students enrolled in any section of Business 203/204 will have a common exam time on Monday, May 14 at 6:30 p.m.