

# MEMORANDUM

**TO:** The faculty  
**FROM:** Stan Haan and Elizabeth Vander Lei, academic deans  
**DATE:** 22 December 2015  
**SUBJECT:** Spring 2016 test schedule

Here is the test schedule that you are requested to follow for spring 2016. 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<br>Classes | 8:00 a.m.        | Wednesday            | 10, 24 | 9, 30  | 13        | 4   |
|                  | 9:00 a.m.        | Friday               | 12, 26 | 11     | 8, 22     | 6   |
|                  | 10:30 a.m.       | Wednesday            | 17     | 2, 23  | 6, 20     | 11  |
|                  | 11:30 a.m.       | Monday               | 15, 29 | 21     | 11, 25    | 9   |
|                  | 12:30 p.m.       | Friday               | 5, 19  | 4      | 1, 15, 29 |     |
|                  | 1:30 p.m.        | Monday               | 8, 22  | 7      | 4, 18     | 2   |
|                  | 2:30 p.m.        | Wednesday,<br>Friday | 12, 24 | 9      | 1, 15     | 4   |
|                  |                  |                      |        |        |           |     |
| T Th<br>Classes  | 8:35-9:50 a.m.   | Tuesday              | 16     | 1, 22  | 5, 19     | 10  |
|                  | 10:30-11:45 a.m. | Thursday             | 18     | 3, 24  | 7, 21     | 5   |
|                  | 12:05-1:20 p.m.  | Tuesday              | 9, 23  | 8, 29  | 12        | 3   |
|                  | 1:30-2:45 p.m.   | Thursday             | 11, 25 | 10, 31 | 14, 28    |     |

# Final Examination Schedule

## Spring 2016

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](mailto:acadservices@calvin.edu).

### Special exam times

- Does your class meet [more than three times per week](#)?
- Are you registered for [BUS-203, 204, MATH-171, or 172](#)?

### Schedule

| Class Time                     |       | Examination Time |        |           |
|--------------------------------|-------|------------------|--------|-----------|
| Time                           | Days  | Day              | Date   | Time      |
| 8:00 a.m.                      | M W F | Sat.             | May 14 | 9:00 a.m. |
| 9:00 a.m.                      | M W F | Mon.             | May 16 | 1:30 p.m. |
| 10:30 a.m.                     | M W F | Wed.             | May 18 | 9:00 a.m. |
| 11:30 a.m.                     | M W F | Thurs.           | May 19 | 9:00 a.m. |
| 12:30 p.m.                     | M W F | Wed.             | May 18 | 1:30 p.m. |
| 1:30 p.m.                      | M W F | Tues.            | May 17 | 9:00 a.m. |
| 2:30 p.m.                      | M W F | Mon.             | May 16 | 9:00 a.m. |
| 3:30 p.m.                      | M W F | Fri.             | May 13 | 6:30 p.m. |
| 4:30 p.m.                      | M W F | Wed.             | May 18 | 6:30 p.m. |
| 8:00, 8:35, 9:00 a.m.          | T T   | Sat.             | May 14 | 6:30 p.m. |
| 10:30 a.m.                     | T T   | Tues.            | May 17 | 1:30 p.m. |
| 11:30 a.m. , 12:05, 12:30 p.m. | T T   | Thurs.           | May 19 | 1:30 p.m. |
| 1:00, 1:30 p.m.                | T T   | Sat.             | May 14 | 1:30 p.m. |
| 2:30, 3:30 p.m.                | T T   | Mon.             | May 16 | 6:30 p.m. |
| Monday Evenings                |       | Tues.            | May 17 | 6:30 p.m. |
| Tuesday Evenings               |       | Mon.             | May 16 | 6:30 p.m. |
| Wednesday Evenings             |       | Fri.             | May 13 | 6:30 p.m. |
| Thursday Evenings              |       | Wed.             | May 18 | 6:30 p.m. |
| Monday & Wednesday Evenings    |       | Tues.            | May 17 | 6:30 p.m. |
| Tuesday & Thursday Evenings    |       | Mon.             | May 16 | 6:30 p.m. |

**Four-day classes:** Examinations for subjects which have 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 greater number of times. 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.

i.e., for MTWF or MWTHF courses, refer to the MWF examination time. For MTWTH or MTTTHF courses, find both the MWF exam time and the TT exam time—your exam is scheduled for whichever date/time is earlier.

**Common exam times:** All sections of Business 203 and 204 have a common exam on Tuesday, May 17 at 6:30 p.m. All sections of Mathematics 172 have a common exam on Tuesday, May 17 at 6:30.