

## NOVA - FALL 2019 Exam Schedule

16, 14, 12, 10 Week and 2<sup>nd</sup> 8 Week Sessions (College Wide except Medical Education Campus)

<b>Final Exam Week:</b>	Tuesday, December 10, 2019 @ 6:00 a.m. through Monday, December 16, 2019 @ 10:00 p.m.	
<b>Evening &amp; Weekend Exams:</b>	Classes scheduled to <b>begin at 6:00 p.m. or later on the weekdays</b> or at <b>any hour on the weekend</b> will meet at their regularly scheduled times for exams.	
If a class regularly meets at times not covered by the final exam schedule, the instructor should discuss the time for the final exam with the academic dean.		
Classes meeting <b>MORE THAN ONCE</b> per week will follow the final exam schedule below.		
<b>Regularly Scheduled Class Days</b>	<b>Normal Class Start Time Between</b>	<b>Your Final Exam Will Be Held</b>
Monday and Wednesday	6:00 a.m. – 6:59 a.m.	Wednesday, December 11 – 6:00 a.m.
	7:00 a.m. – 7:59 a.m.	Monday, December 16 – 6:00a.m.
	8:00 a.m. – 8:59 a.m.	Wednesday, December 11 – 8:00 a.m.
	9:00 a.m. – 9:59 a.m.	Monday, December 16 – 8:00 a.m.
	10:00 a.m. – 10:59 a.m.	Wednesday, December 11 – 10:00 a.m.
	11:00 a.m. – 11:59 a.m.	Monday, December 16 – 10:00 a.m.
	12:00 p.m. – 12:59 p.m.	Wednesday, December 11 – 12:00 p.m.
	1:00 p.m. – 1:59 p.m.	Monday, December 16 – 12:00 p.m.
	2:00 p.m. – 2:59 p.m.	Wednesday, December 11 – 2:00 p.m.
	3:00 p.m. – 3:59 p.m.	Monday, December 16 – 2:00 p.m.
Tuesday and Thursday	4:00 p.m. – 4:59 p.m.	Wednesday, December 11 – 4:00 p.m.
	5:00 p.m. – 5:59 p.m.	Monday, December 16 – 4:00 p.m.
	6:00 a.m. – 6:59 a.m.	Tuesday, December 10 – 6:00 a.m.
	7:00 a.m. – 7:59 a.m.	Thursday, December 12 – 6:00 a.m.
	8:00 a.m. – 8:59 a.m.	Tuesday, December 10 – 8:00 a.m.
	9:00 a.m. – 9:59 a.m.	Thursday, December 12 – 8:00 a.m.
	10:00 a.m. – 10:59 a.m.	Tuesday, December 10 – 10:00 a.m.
	11:00 a.m. – 11:59 a.m.	Thursday, December 12 – 10:00 a.m.
	12:00 p.m. – 12:59 p.m.	Tuesday, December 10 – 12:00 p.m.
	1:00 p.m. – 1:59 p.m.	Thursday, December 12 – 12:00 p.m.
Monday and Wednesday	2:00 p.m. – 2:59 p.m.	Tuesday, December 10 – 2:00 p.m.
	3:00 p.m. – 3:59 p.m.	Thursday, December 12 – 2:00 p.m.
	4:00 p.m. – 4:59 p.m.	Tuesday, December 10 – 4:00 p.m.
	5:00 p.m. – 5:59 p.m.	Thursday, December 12 – 4:00 p.m.

Classes meeting only **ONCE PER WEEK** will have their exam on the **regular** class day at the following times. For example, a Monday only class that normally meets at 11:00 a.m. will have the exam Monday, December 16 at 10:00 am.

Normal Class Start Time Between	Your Final Exam Will Be Held	Exam Day
6:00 a.m. – 7:59 a.m.	6:00 a.m.	Same day as regularly scheduled class: ■ Monday only on Monday, Dec 16 ■ Tuesday only on Tuesday, Dec 10 ■ Wednesday only on Wednesday, Dec 11 ■ Thursday only on Thursday, Dec 12 ■ Friday only on Friday, Dec 13
8:00 a.m. – 9:59 a.m.	8:00 a.m.	
10:00 a.m. – 11:59 a.m.	10:00 a.m.	
12:00 p.m. – 1:59 p.m.	12:00 p.m.	
2:00 p.m. – 3:59 p.m.	2:00 p.m.	
4:00 p.m. – 5:59 p.m.	4:00 p.m.	

### Examination Guidelines

- Last week of classes (2019 Fall Semester: 16-week, 14 – week, 12 – week, 10 – week, session and 8 – week). Regular instruction ends **Monday, December 9, 2019**.  
EXAMS: Tuesday, December 10 through Monday December 16.  
  
Courses with separate laboratory sessions (e.g., BIO) – please see Lab Syllabus for lab final exam details.  
Hybrid classes will hold their exams based on the day of their **face-to-face** meeting and will use the “once per week” schedule.
- Examination periods are a **maximum 100 minutes** per NOVA policy.
- Students** with conflicts caused by this examination schedule should **first** confer with the instructors for resolution, and **then** appeal to the respective academic dean, if necessary.
- Classes meeting at off-campus sites **other than** a college center will hold their examinations at their regularly scheduled time on the announced nights during the examination period.
- Final grades are to be posted in SIS within 48 hours of the examination.
- All grades are due in SIS no later than noon, **Wednesday, December 18, 2019**.

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### FALL 2019 FINAL EXAM SCHEDULE GUIDELINES FOR FACULTY AND STAFF

- **MEC will be the only campus with a separate exam schedule.**
- Courses with separate laboratory sessions (e.g., BIO) – please check with your campus. Exam day refers to lecture class meeting for most campuses.
- Examination periods are a **maximum 100 minutes** per NOVA policy.
- Each teaching faculty member is **REQUIRED to be present** during the final examination time and to provide an appropriate evaluation activity or to continue instruction (Faculty Handbook 3.1200).
- **Faculty** with schedule conflicts should confer with their respective academic dean to resolve conflicts.
- The exam schedule will be posted on the website with the academic calendar and the schedule of classes each semester.
- If you find there is a **room conflict**, contact your campus scheduler to find an open room for the same time slot, if possible.
- Make – up Exam Day will be Tuesday, December 17, 2019
- All grades are due in SIS no later than noon, **Wednesday, December 18, 2019.**
- **Friday Classes** (Daytime Block Classes) & **Hybrid Clash Resolutions** (Time Slots A – E)

#### Final Exam will be held on:

Class Start Time	Date	Time	Slot	Day
Between 8:00 a.m. - 8:59 a.m.	13-Dec	8:00 a.m. - 9:40 a.m.	A	Friday
Between 9:00 a.m. - 10:59 a.m.	13-Dec	10:00 a.m. - 11:40 a.m.	B	Friday
Between 11:00 a.m. - 12:59 p.m.	13-Dec	12:00 p.m. - 1:40 p.m.	C	Friday
Between 1:00 p.m. - 2:59 p.m.	13-Dec	2:00 p.m. - 3:40 p.m.	D	Friday
Between 3:00 p.m. - 4:59 p.m.	13-Dec	4:00 p.m. - 5:40 p.m.	E	Friday