

Annandale Campus
Final Exam Schedule - Spring 2016
for 16wk., 14 wk., 12 wk., 10 wk., second 8-wk.

Final Exam Week:	Monday, May 2, 2016 @ 6:00 a.m. through Sunday, May 8, 2016 @ 10:00 p.m.	
Evening & Weekend Exams	Classes scheduled to <i>begin</i> at 4:30 p.m. or later on weekdays or at any hour on the weekend will meet at their regularly scheduled times for exams. Maximum exam period: 100 minutes	
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.		
Day Schedule:		
Class Meets More than Once per Week and Begins:	Starting Time Between	Exam Day and Time
Monday	6:00 a.m. – 6:59 a.m.	Monday, May 2 – 6:00 am
	7:00 a.m. – 7:59 a.m.	Wednesday, May 4 – 6:00 am
	8:00 a.m. – 8:59 a.m.	Monday, May 2 – 8:00 am
	9:00 a.m. - 9:59 a.m.	Wednesday, May 4 - 8:00 a.m.
	10:00 a.m. - 10:59 am	Monday, May 2 - 10:00 a.m.
	11:00 a.m. - 11:59 am	Wednesday, May 4 - 10:00 a.m.
	12:00 p.m. - 12:59 pm	Monday, May 2 - 12:00 p.m.
	1:00 p.m. – 1:59 p.m.	Wednesday, May 4 - 12:00 p.m.
	2:00 p.m. - 2:59 p.m.	Monday, May 2 - 2:00 p.m.
	3:00 p.m. - 3:59 p.m.	Wednesday, May 4 - 2:00 p.m.
4:00 p.m. - 4:29 p.m.	Monday, May 2 - 4:00 p.m.	
Tuesday	6:00 a.m. – 6:59 a.m.	Tuesday, May 3 - 6:00 a.m.
	7:00 a.m. – 7:59 a.m.	Thursday, May 5 - 6:00 a.m.
	8:00 a.m. - 8:59 a.m.	Tuesday, May 3 - 8:00 a.m.
	9:00 a.m. - 9:59 a.m.	Thursday, May 5 - 8:00 a.m.
	10:00 a.m. - 10:59 am	Tuesday, May 3 - 10:00 a.m.
	11:00 a.m. – 11:59 am	Thursday, May 5 - 10:00 a.m.
	12:00 p.m. - 12:59 pm	Tuesday, May 3 - 12:00 p.m.
	1:00 p.m. - 1:59 p.m.	Thursday, May 5 - 12:00 p.m.
	2:00 p.m. - 2:59 p.m.	Tuesday, May 3 - 2:00 p.m.
	3:00 p.m. - 3:59 p.m.	Thursday, May 5 - 2:00 p.m.
4:00 p.m. - 4:29 p.m.	Tuesday, May 3 - 4:00 p.m.	
Class Meets Once Per Week and Begins:	Starting Time Between	Exam Day and Time
Monday	6:00 a.m. – 7:59 a.m.	Monday, May 2 – 6:00 a.m.
	8:00 a.m. - 9:59 a.m.	Monday, May 2 - 8:00 a.m.
	10:00 a.m. - 11:59 am	Monday, May 2 - 10:00 a.m.
	12:00 p.m. - 1:59 p.m.	Monday, May 2 - 12:00 p.m.
	2:00 p.m. - 3:59 p.m.	Monday, May 2 - 2:00 p.m.
	4:00 p.m. - 4:29 p.m.	Monday, May 2 - 4:00 p.m.
Tuesday	6:00 a.m. – 7:59 a.m.	Tuesday, May 3 – 6:00 a.m.
	8:00 a.m. - 9:59 a.m.	Tuesday, May 3 - 8:00 a.m.
	10:00 a.m. - 11:59 am	Tuesday, May 3 - 10:00 a.m.
	12:00 p.m. - 1:59 p.m.	Tuesday, May 3 - 12:00 p.m.
	2:00 p.m. - 3:59 p.m.	Tuesday, May 3 - 2:00 p.m.
	4:00 p.m. - 4:29 p.m.	Tuesday, May 3 - 4:00 p.m.
Wednesday	6:00 a.m. – 7:59 a.m.	Wednesday, May 4 – 6:00 a.m.
	8:00 a.m. - 9:59 a.m.	Wednesday, May 4 - 8:00 a.m.
	10:00 a.m. - 11:59 am	Wednesday, May 4 - 10:00 a.m.
	12:00 p.m. - 1:59 p.m.	Wednesday, May 4 - 12:00 p.m.
	2:00 p.m. - 3:59 p.m.	Wednesday, May 4 - 2:00 p.m.
	4:00 p.m. - 4:29 p.m.	Wednesday, May 4 - 4:00 p.m.
NOTES:	<i>If your class is <u>WED & FRI</u>, then please follow the <u>WED</u> schedule above</i>	
Thursday	6:00 a.m. – 7:59 a.m.	Thursday, May 5 – 6:00 a.m.
	8:00 a.m. - 9:59 a.m.	Thursday, May 5 - 8:00 a.m.
	10:00 a.m. - 11:59	Thursday, May 5 - 10:00 a.m.
	12:00 p.m. - 1:59 a.m.	Thursday, May 5 - 12:00 p.m.
	2:00 p.m. - 3:59 p.m.	Thursday, May 5 - 2:00 p.m.
	4:00 p.m. - 4:29 p.m.	Thursday, May 5 - 4:00 p.m.
Friday	6:00 a.m. – 7:59 a.m.	Friday, May 6 - 6:00 a.m.
	8:00 a.m. - 9:59 a.m.	Friday, May 6 - 8:00 a.m.
	10:00 a.m. - 11:59 am	Friday, May 6 - 10:00 a.m.
	12:00 p.m. - 1:59 p.m.	Friday, May 6 - 12:00 p.m.
	2:00 p.m. - 3:59 p.m.	Friday, May 6 - 2:00 p.m.
	4:00 p.m. - 4:29 p.m.	Friday, May 6 - 4:00 p.m.

Examination Guidelines

1. Regular instruction ends **Sunday, May 1, 2016.**
2. Examination periods are a **maximum 100 minutes** per NVCC policy.
3. 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).
4. Examinations given at times other than those announced on this schedule **MUST** be approved **in advance** by the appropriate academic dean.
5. Hybrid classes will hold their exams based on the day of their **face-to-face** meeting and will use the “once per week” schedule.
6. Courses with separate laboratory sessions (e.g., BIO) will hold the examination on day of the **lecture portion** of the course.
7. If classes begin at times not identified, instructors should select the examination block most closely approximating the class start time and least disruptive to students’ schedules.
8. **Faculty** with schedule or room conflicts caused by this schedule should confer with their respective academic dean to resolve conflicts.
9. **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.
10. 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.
11. Final grades are to be posted in SIS within 48 hours of the examination, and all grades are due in SIS no later than noon, **Tuesday, May 10, 2016.**