

Spring 2016 Faculty “Tentative” Final Exam Assignment Review Opportunity Memo

MEMORANDUM

To: All Primary Instructors and Course Supervisors of Lecture and Stand-alone Course Sections for Spring 2016
From: Michelle Davenport, Final Examinations - Office of the Registrar
Regarding: Spring 2016 Final Exam Scheduling Process Update
Date: Monday, February 8, 2016

Hopefully, your Spring 2016 semester is off to a great start! Here's an update regarding the Spring 2016 Final Exam Schedule (May 9-13, 2016).

The initial final exam schedule has been created and the faculty “review” opportunity is now open. Primary instructors, for which final exam assignments have been made upon the direction of their administrative home department, may now access their **unofficial** individual final exam assignments online through [MAUI](#). Please note, this is the same location in MAUI where instructors access their official individual final exam schedules once the schedule has been published. [Instructions](#) for accessing your schedule through MAUI may be found on the Office of the Registrar's website, if needed. **Reminder:** Course supervisors may also view the unofficial final exam assignments for those course sections which they supervise through MAUI.

Primary instructors should submit a [Final Exam Assignment Change Request Form](#) **no later than Wednesday, February 10, 2016, 10:00pm**, in the event:

- 1.) a date, time and/or general assignment classroom (*if applicable*) assigned for a course section(s) is no longer needed; or
- 2.) a date, time and/or general assignment classroom (*if applicable*) assignment has not been requested for a course section(s) which needs one.

The change request form may be accessed online through MAUI from an instructor's final exam schedule page or by using the link provided above. Note, the change request form actually resides in the Universal Workflow system and may require users to additionally log into it.

Departmental administrative staff may also submit request forms on behalf of the faculty members teaching those course sections for which they are the administrative home. Requests will be accommodated as conflict minimization and available general assignment classroom resources allow. Instructors should not announce any final exam assignments until the official schedule has been published as all assignments are subject to change prior to this time. Instructors who have been assigned final exam resources which will not be needed should be sure to release them for the possible use of their fellow faculty members exam needs.

The official final exam schedule for Spring 2016 will be published online on the Office of the Registrar's [website](#) on approximately Monday, February 15, 2016. At that time, both primary instructors of record and students for whom final exam assignments have been given will be notified via email to their university email accounts of the publication of the official final exam schedule and the online availability of their official individual final exam schedules. Official final exam schedules will include the identification of qualified student exam conflicts, if applicable.

Reminder: Final exam assignment requests made after the final exam schedule has been published will require faculty members to secure written approval from the chair (DEO) of the administrative home department responsible for the course and their respective collegiate associate dean and provide this information to the Office of the Registrar. All requests must include the curricular justification for the late addition or release. Note, course sections granted final exam assignments after the final exam schedule has been published will be responsible for administering makeup final exams, regardless of exam precedence rules, to all students who have qualified final exam conflicts involving their course section.

FYI: General assignment classrooms with an actual seating capacity of 100 or more have been outfitted with seat and row number identifications. Seating layout plans for these rooms are available [online](#) to assist faculty as they review their tentative exam assignments and complete their exam arrangements once the official final exam schedule has been published.

If you have any questions or concerns, please don't hesitate to contact me at reg-exams@uiowa.edu or 384-3263.

Thank you for your assistance!