

NOVA Manassas Campus  
Spring 2018 Exam Schedule

<b>Final Exam Week:</b>	Wednesday, May 2 @ 6:00 a.m. through Tuesday, May 8, 2018, @ 10:00 p.m.	
<b>Evening &amp; Weekend Exams:</b>	Classes scheduled to begin at <b>6:00 p.m. or later on 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 setting up a time for the final exam with the academic dean. _____		
Classes meeting <b>MORE THAN ONCE</b> per week will have their final exam following the schedule below.		
<b>Starting Time Between:      Exam Day and Time:</b>		
<b>Monday and Wednesday</b>	6:00 a.m. – 6:59 a.m.	Monday, May 7 – 6:00 am
	7:00 a.m. – 7:59 a.m.	Wednesday, May 2 – 6:00 am
	8:00 a.m. – 8:59 a.m.	Monday, May 7 – 8:00 am
	9:00 a.m. - 9:59 a.m.	Wednesday, May 2 - 8:00 a.m.
	10:00 a.m. - 10:59 a.m.	Monday, May 7 - 10:00 a.m.
	11:00 a.m. - 11:59 a.m.	Wednesday, May 2 - 10:00 a.m.
	12:00 p.m. - 12:59 p.m.	Monday, May 7- 12:00 p.m.
	1:00 p.m. – 1:59 p.m.	Wednesday, May 2 - 12:00 p.m.
	2:00 p.m. - 2:59 p.m.	Monday, May 7- 2:00 p.m.
	3:00 p.m. - 3:59 p.m.	Wednesday, May 2 - 2:00 p.m.
	4:00 p.m. - 4:29 p.m.	Monday, May 7- 4:00 p.m.
5:00 p.m. - 5:59 p.m.	Wednesday, May 2 - 4:00 p.m.	
<b>Tuesday and Thursday</b>	6:00 a.m. – 6:59 a.m.	Tuesday, May 8 - 6:00 a.m.
	7:00 a.m. – 7:59 a.m.	Thursday, May 3 - 6:00 a.m.
	8:00 a.m. - 8:59 a.m.	Tuesday, May 8 - 8:00 a.m.
	9:00 a.m. - 9:59 a.m.	Thursday, May 3 - 8:00 a.m.
	10:00 a.m. - 10:59 a.m.	Tuesday, May 8 - 10:00 a.m.
	11:00 a.m. – 11:59 a.m.	Thursday, May 3 - 10:00 a.m.
	12:00 p.m. - 12:59 p.m.	Tuesday, May 8 - 12:00 p.m.
	1:00 p.m. - 1:59 p.m.	Thursday, May 3 - 12:00 p.m.
	2:00 p.m. - 2:59 p.m.	Tuesday, May 8 - 2:00 p.m.
	3:00 p.m. - 3:59 p.m.	Thursday, May 3 - 2:00 p.m.
	4:00 p.m. - 4:59 p.m.	Tuesday, May 8 - 4:00 p.m.
5:00 p.m. - 5:59 p.m.	Thursday, May 3 - 4:00 p.m.	

Classes meeting **ONCE per week** will have their exam on the regular class day at the following times:  
For instance, a Monday only class that meets at 11:00 am will have the exam Monday May 7 at 10:00 am

Starting Time Between:	Exam Time:	Exam Day:
6:00 a.m. – 7:59 a.m.	6:00 a.m.	Same day as regularly scheduled class:
8:00 a.m. - 9:59 a.m.	8:00 a.m.	Monday only on Monday, May 7
10:00 a.m. - 11:59 p.m.	10:00 a.m.	Tuesday only on Tuesday, May 8
12:00 p.m. - 1:59 p.m.	12:00 p.m.	Wednesday only on Wednesday, May 2
2:00 p.m. - 3:59 p.m.	2:00 p.m.	Thursday only on Thursday, May 3
4:00 p.m. – 5:59 p.m.	4:00 p.m.	Friday only on Friday, May 4

**Examination Guidelines**

1. Regular instruction ends Tuesday, May 1, 2018.
2. Examination periods are a maximum 100 minutes per NOVA 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 below, 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 on the computer system **within 48 hours of the examination**, and all grades are due on the computer system no later than noon, Thursday, May 10.