

NOVA Manassas Campus Final Exam Schedule ---Fall 2018

Final Exam Week:	Wednesday, December 12, 2018 @ 6:00 a.m. through Tuesday, December 18, 2018 @ 10:00 p.m.	
Evening & Weekend Exams:	Classes scheduled to begin at 6:00 p.m. or later on the weekdays or at any hour on the weekend 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 MORE THAN ONCE per week will follow the final exam schedule below.		
Regularly Scheduled Class Days	Normal Class Start Time Between	Your Final Exam Will Be Held
Monday and Wednesday	6:00 a.m. – 6:59 a.m.	Monday, December 17 – 6:00 a.m.
	7:00 a.m. – 7:59 a.m.	Wednesday, December 12 – 6:00 a.m.
	8:00 a.m. – 8:59 a.m.	Monday, December 17 – 8:00 a.m.
	9:00 a.m. – 9:59 a.m.	Wednesday, December 12 – 8:00 a.m.
	10:00 a.m. – 10:59 a.m.	Monday, December 17 – 10:00 a.m.
	11:00 a.m. – 11:59 a.m.	Wednesday, December 12 – 10:00 a.m.
	12:00 p.m. – 12:59 p.m.	Monday, December 17 – 12:00 p.m.
	1:00 p.m. – 1:59 p.m.	Wednesday, December 12 – 12:00 p.m.
	2:00 p.m. – 2:59 p.m.	Monday, December 17 – 2:00 p.m.
	3:00 p.m. – 3:59 p.m.	Wednesday, December 12 – 2:00 p.m.
Tuesday and Thursday	4:00 p.m. – 4:59 p.m.	Monday, December 17 – 4:00 p.m.
	5:00 p.m. – 5:59 p.m.	Wednesday, December 12 – 4:00 p.m.
	6:00 a.m. – 6:59 a.m.	Tuesday, December 18 – 6:00 a.m.
	7:00 a.m. – 7:59 a.m.	Thursday, December 13 – 6:00 a.m.
	8:00 a.m. – 8:59 a.m.	Tuesday, December 18 – 8:00 a.m.
	9:00 a.m. – 9:59 a.m.	Thursday, December 13 – 8:00 a.m.
	10:00 a.m. – 10:59 a.m.	Tuesday, December 18 – 10:00 a.m.
	11:00 a.m. – 11:59 a.m.	Thursday, December 13 – 10:00 a.m.
	12:00 p.m. – 12:59 p.m.	Tuesday, December 18 – 12:00 p.m.
	1:00 p.m. – 1:59 p.m.	Thursday, December 13 – 12:00 p.m.
2:00 p.m. – 2:59 p.m.	Tuesday, December 18 – 2:00 p.m.	
3:00 p.m. – 3:59 p.m.	Thursday, December 13 – 2:00 p.m.	
4:00 p.m. – 4:59 p.m.	Tuesday, December 18 – 4:00 p.m.	
5:00 p.m. – 5:59 p.m.	Thursday, December 13 – 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 17 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 17 ■ Tuesday only on Tuesday, Dec 18 ■ Wednesday only on Wednesday, Dec 12 ■ Thursday only on Thursday, Dec 13 ■ Friday only on Friday, Dec 14
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

- Regular instruction ends **Tuesday, December 11, 2018**.
- 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).
- Examinations given at times other than those announced on this schedule **MUST** be approved **in advance** by the appropriate academic dean.
- Hybrid classes will hold their exams based on the day of their **face-to-face** meeting and will use the "once per week" schedule.
- Courses with separate laboratory sessions (e.g., BIO) will hold the examination on the day of the **lecture portion** of the course.
- 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.
- Faculty** with schedule or room conflicts caused by this schedule should confer with their respective academic deans to resolve conflicts.
- 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, and all grades are due in SIS no later than noon, **Thursday, December 20, 2018**.