



To: All Faculty members  
Fr: Esperansa Kattan  
Re: **Final Exams** – Fall 2020  
Dt: 08 December 2020

Please give your attention to the following points regarding Final Exams:

1. All Final Exams **must be typed**.
2. A hard copy of the exam with the completed Print Shop Form indicating **number of examination copies, date and time** of the exam must be **in my office 6 working days** before the scheduled date of the final exam:

Scheduled Exam Days	Exam Due to Office of AVP
<i>Monday, 28/12/2020</i>	<i>Friday, 18/12/2020</i>
<i>Tuesday, 29/12/2020</i>	<i>Friday, 18/12/2020</i>
<i>Wednesday, 30/12/2020</i>	<i>Friday, 18/12/2020</i>
<i>Thursday, 31/12/2020</i>	<i>Monday, 21/12/2020</i>
<i>Monday, 04/01/2021</i>	<i>Tuesday, 22/12/2020</i>
<i>Tuesday, 05/01/2021</i>	<i>Wednesday, 23/12/2020</i>
<i>Monday, 11/01/2021</i>	<i>Monday, 28/12/2020</i>
<i>Tuesday, 12/01/2021</i>	<i>Tuesday, 29/12/2020</i>
<i>Wednesday, 13/01/2021</i>	<i>Wednesday, 30/12/2020</i>

3. This will help balance the workload for the Department Secretaries, Print Shop, and this office.
4. **Instructors** have the responsibility to **proof read** their exams **and the Print Shop Form before** the materials are delivered to this office.
5. Care and attention to the typing of the exam and careful proof reading will minimize explanations and corrections on the exam day.
6. The examination periods will be **two hours** in length. Please ensure your examination will take most of this time to complete. However, care should be taken to insure that the examination can be completed in that period of time. If additional evaluation is necessary it should take place in the final days of the course.
7. Please take extra care at every step of the process to make sure that test questions are secure and are **NOT** leaked to students. The integrity of the examination process is extremely important.