Final Exam Process: Spring 2027

Review Current Final Exam Information

Each scheduler received a spreadsheet showing all active course offerings for the term. The final exam indicator is in column H.

This information is based on the non-combined scheduling guidelines shown below.

Spring 2027 Non Combined Scheduling Guidelines

If a class begins at...	And first meets on...	The exam is given...
7:00 or 7:30 a.m.	Any day of the week	Arranged by instructor to avoid conflicts between May 7 and May 13
8:00 or 8:30 a.m.	Monday	7:00-10:00 p.m., Thursday, May 13
8:00 or 8:30 a.m.	Tuesday	1:30-4:30 p.m., Thursday, May 13
9:00 or 9:30 a.m.	Monday	7:00-10:00 p.m., Friday, May 7
9:00 or 9:30 a.m.	Tuesday	7:00-10:00 p.m., Tuesday, May 11
10:00 or 10:30 a.m.	Monday	1:30-4:30 p.m., Thursday, May 13
10:00 or 10:30 a.m.	Tuesday	8:00-11:00 a.m., Thursday, May 13
11:00 or 11:30 a.m.	Monday	8:00-11:00 a.m., Thursday, May 13
11:00 or 11:30 a.m.	Tuesday	7:00-10:00 p.m., Thursday, May 13
noon or 12:30 p.m.	Monday	1:30-4:30 p.m., Friday, May 7
noon or 12:30 p.m.	Tuesday	1:30-4:30 p.m., Monday, May 10
1:00 or 1:30 p.m.	Monday	8:00-11:00 a.m., Tuesday, May 11
1:00 or 1:30 p.m.	Tuesday	8:00-11:00 a.m., Friday, May 7
2:00 or 2:30 p.m.	Monday	7:00-10:00 p.m., Monday, May 10
2:00 or 2:30 p.m.	Tuesday	7:00-10:00 p.m., Wednesday, May 12
3:00 or 3:30 p.m.	Monday	8:00-11:00 a.m., Monday, May 10
3:00 or 3:30 p.m.	Tuesday	8:00-11:00 a.m., Wednesday, May 12
4:00 p.m. or later	Monday	1:30-4:30 p.m., Wednesday, May 12
4:00 p.m. or later	Tuesday	1:30-4:30 p.m., Tuesday, May 11
Online without set meeting times (asynchronous)	N/A	Arranged by instructor to avoid conflicts between May 7 and May 13

Sections that meet the requirement below are eligible for an automatic exam assignment:

1. Course must have the first meeting on a Monday or a Tuesday at 8am or later.

Sections that currently have the 1F indicator will show their automatically assigned final exam information in Columns U-X.

Sections that are not eligible for automatic assignment include:

1. The course does not have an assigned time (asynchronous).
2. The first (or only) meeting of the course is on Wed., Thurs. or Fri.

Sections with the 1F indicator list "Arranged" in Column U.

Confirm Exams and Final Exam Indicator

Verify with your instructors that the 1F is marked correctly for all sections (either marked or left blank).

If you need to make changes to the 1F indicator, please do so in Banner prior to 5pm on Feb. 5. The spreadsheet is only for special requests; changes to the 1F column on this spreadsheet will be ignored.

If the section will have a final exam and at the fixed time in accordance with the published schedule above, make sure those sections have the 1F indicated in Banner (under the automatic scheduler field in the meeting row).

If the instructor is either offering the student a window to take the exam (longer than 3 hours, or over the span of multiple days, for example) or not giving a final exam at all, remove the 1F indicator (automatic scheduler field is blank). Our office does not need to know about these situations. Course Explorer will refer students to contact the instructor for exam details.

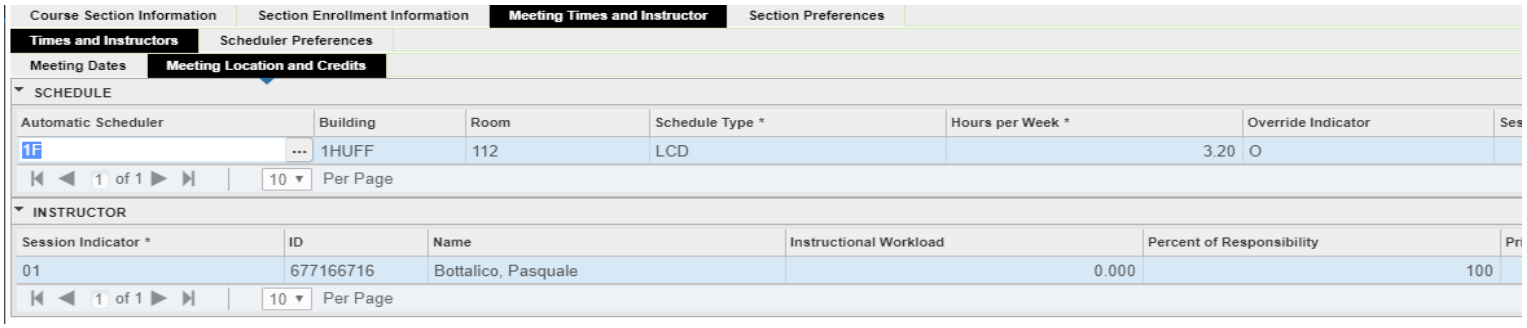
Any changes to Banner need to be made to all cross-listed sections.

Marking a Course in Banner

To mark a course in Banner, open the SSASECT form and type in the term and CRN of the section you need to modify. Go to the "Meeting Types and Instructor Tab" and then the "Meeting Location and Credits" sub-tab. Enter 1F in the Automatic Scheduler Field.

If the section is cross-listed, make sure there is an "O" in the Override Indicator or you will get a "room conflict" error when you save the record.

Note: If a linked course has a component where all the students meet together, only the CRN representing that "all-inclusive" meeting should have the 1F and not the breakout components.



Additional Considerations

If you want a fixed time for a final for sections that meet simultaneously (classes with both an in-person and online CRN), make sure both sections have the 1F in Banner.

Exams for fully online classes must be online. If the course has 100% of its course delivery online, it cannot have a mandatory in-person final exam.

Asynchronous courses with solely in-person discussions can offer an in-person exam. It would be scheduled as an arranged exam, and they are required to offer conflicts should a student present one. If you have a mix of in-person and online discussions, you can also offer an in-person exam, however, you cannot require that students taking all components of the course fully online be present for an in-person exam.

In Person Exam Information

For all classes fully in-person, those marked with a 1F will be automatically assigned to their current classroom at the listed day and time. Nothing additional needs to be done on this worksheet.

For online lecture sections with an in-person discussion or lab component that wish to give an in-person exam, please see the special request section below for guidance. You MUST include seats needed on your request for us to recognize your exam request is for an in-person exam.

Special Requests

Special requests can be made using this worksheet. If you do not have any special requests as defined below, you do not need to return this sheet. Each exam request needs its own line, but ONLY needs one line.

Extra space: Extra space requests can be made for those in-person exams needing more space than the assigned classroom. These must be at the prescribed exam day and time shown in Columns V-W. For those, you input "Extra Space" in Column Y and the total seats needed in Column AC.

Combined: Combined requests are for in-person or online exams where students across multiple sections will take the exam in a fixed three-hour window. These can be for any 3 hour exam block shown in the non-combined grid at the top of this document. For these, you must complete Columns Y, Z, AA and AB. If all of the sections of a course need to be combined (all lectures for example), you can put ALL in Column Z instead of each CRN. Column AC must be filled out if the combined exam is in person. Combined requests do not include combining discussion sections that are linked to one lecture. Those exams should be scheduled based on the lecture meeting time (or arranged if the lecture is asynchronous).

Arranged: Arranged exams are for in-person or online sections with no fixed meeting pattern (asynchronous) or for sections whose first or only meetings are on W, R or F. These can be for any 3 hour exam block shown in the non-combined grid at the top of this document. For these, you must complete Columns Y, Z, AA and AB. Column AC must be filled out if the arranged exam is in person.

Conflict: Conflict exams must be scheduled in accordance to student code when there are conflicts with the originally published time. For these, you must complete Columns Y, Z, AA and AB. If all of the sections of a course need to be combined (all lectures for example), you can put ALL in Column Z instead of each CRN. Column AC must be filled out if the conflict exam is in person.

SAMPLE

Exam Type	Exam Day	Exam Date	Exam Time	Exam Type Request	CRNs involved (including cross-lists)	Preferred Date/Time	Alternate Date/Time(s)	Seats Needed? (##)
Arranged				ARRANGED	none	Dec 17 7pm	Dec 17 8am	
NonCombined	M	12/13/2021	8:00 AM	COMBINED	35030, 38763, 35026, 38765	Dec 13 1:30pm	Dec. 13 7pm	600
NonCombined	W	12/15/2021	8:00 AM	CONFLICT	35030, 38763, 35026, 38765	Dec 16 7pm	Dec 16 1:30pm	75
NonCombined	M	12/13/2021	7:00 PM	EXTRA SPACE				450

Spring 2027 Processing Calendar

Date	Process
January 11, 2027	CMSS will send comprehensive list of courses to the Final Exam Schedulers with notation of courses that are marked with a 1F along with their associated exam days and times. Special request columns included on worksheet.
Friday, February 5, 2027	All 1Fs need to be added or removed in Banner and all special requests (Extra Space, Combined, Conflict, Arranged) **due by 5:00 pm (1700).**
Monday, February 8, 2027	Office of the Registrar begins scheduling in the following priority order: Extra Space then Combined then Arranged then Conflict. **Preview Site – Feb 25, 2027.** Final Exam Schedulers to check Preview Site (updated once per day at 9:30 CST/10:30 CDT) daily to ensure room assignments are sufficient.
Friday, March 12, 2027	Final exam schedule is posted to Course Explorer for the entire campus community and myillini for students.

All questions and inquiries concerning this procedure or with general final exam policy can be made via email to CMSS.