

## New Final Exam Policies and Exam Prep Guidance for Spring 2021

Know the difference between Registrar scheduled, self-scheduled, and more flexible take-home exams and the associated policies and guidelines. When in doubt consult with your professor or residential college Dean or Director of Studies.

### Registrar-Scheduled Exams

- Exams on [Final Exam Schedule](#)
- Must be taken in the 3-hour block scheduled by the Registrar
- May **only** be rescheduled by the Registrar ([Reschedule request](#) by April 26th, 2021)

### Take-Home Exams

- Any exam not scheduled by the Registrar
- May be self-scheduled at **any point** during the final exam period (May 6-14, 2021)
- Length of exam defined by the instructor; exam should not exceed 8 hours.

### Advice & Best Practices

- Gather and write down in one place information about **opening, working on and submitting** exams for ALL of your exams.
- **Check your exam schedule** well in advance, so that you know when any Registrar-scheduled exams are scheduled.
- **Communicate with your instructors** about their expectations for your take-home exams: How long do they expect the exam to take? What resources are you allowed to consult?
- Adapt your study methods and [exam prep](#) to the format of the exam, including whether it is [open note](#) or not.
- **Make a strategic plan** for your take-home exams, leaving yourself time to study, eat, and sleep!
- Get information about **ALL** your exams before planning for any of them.
- Attend a [workshop](#) and/or meet with a [learning consultant](#) or [course tutor](#) to talk through your plan to ensure it is realistic and effective.
- **Do NOT discuss the format, content, or difficulty level** of any of your take-home exams with any other students until the exam period has concluded.
- **Questions about what is permitted?** Ask your professor and consult with a CoD/Honor Committee member.
- **Do NOT leave all of your self-scheduled exams to the end of exam period**—fatigue and diminished efficiency will likely harm your performance.