
Remote learning has led to an important change in the administration of take-home exams. This spring, take-home exams may be taken at any point during the exam period (May 6-May 14). This means you will have more flexibility in planning your take-home exam schedule. Registrar-scheduled exams, by contrast, must be taken in the 3-hour block scheduled by the Registrar.

In order to make the most of your Reading and Exam Period, use the guidance below—and any provided by your course instructors. When in doubt consult with your instructor 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 6th-14th, 2021)
- Length of exam defined by the instructor; exam should not exceed 8 hours.

Advice & Best Practices

Planning & Scheduling
- Gather and write down in one place information about opening, working on and submitting exams for ALL of your courses.
- Check your exam schedule well in advance, so that you know when any Registrar-scheduled exams are scheduled.
- Get information about ALL your exams before planning your studying for any of them.
- Do NOT leave all of your self-scheduled exams to the end of the exam period—fatigue and diminished efficiency will likely harm your performance.
- Use McGraw’s Dean’s Date and Finals Period calendar to effectively plan, optimize your performance and avoid unnecessary problems.
Studying & Exam Preparation

- Adapt your study methods and **exam prep** to the format of the exam, including whether it is **open note**, **cumulative**, or has other unique demands.
- Make a strategic plan for your take-home exams, leaving yourself time to study, eat, and sleep!
- 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.
- Watch McGraw’s **workshop videos** on **determining what to study and how**, as well as **Dean’s Date and Finals Period planning**.

Upholding Academic Integrity

- Communicate with your instructors about their expectations for your exams: What resources are you allowed to consult? (For example, If your exam is “open note,” do your notes contain online resources or other student notes that need to be cited?) How long may you spend on your take-home exams?
- Do NOT discuss the format, content, or difficulty level of any of your exams with any other students until the exam period has concluded.
- Questions about what is permitted? Ask your professor, consult **Academic Integrity at Princeton** and **Rights, Rules, and Responsibilities**, and reach out to your Dean or Director of Studies.