Final Exam Procedures

Summary:

In an effort to form a more streamlined process for departments in scheduling final exams, CourseLeaf CLSS contains a field titled "Final Exam". This field, implemented Fall 2025, will be used to: 1) designate whether a section will be holding an in person final exam and 2) designate if the room assigned during the regular semester will be needed or if an alternate location is required. Based on the input in this field, a report will be generated and sent to departments stating which sections will need to be scheduled in Astra for an in person final exam. Departments may also pull and export this report.

**NOTE: ALL final exam rooms should be scheduled as Events in Astra. The field in CLSS and ability to export final exam assignments are designed to serve as an additional layer of identification and tracking that all final exams are correctly scheduled.

Objectives:
- Final Exam Deadline Procedures
- Final Exam Field Options
- Exporting Final Exam Field Data

Final Exam Deadline Procedures

1. The deadline to identify and schedule final exams will be listed on the "Important Scheduling Dates" Calendar located in CLSS, Astra and on our Curriculum & Scheduling Website.

> Summer & Fall 2026 Important Scheduling Dates
>
> January 7th - Summer & Fall 2026 term open for edits in CLSS. Colleges and departments may assign sections to non-optimized classrooms within their scheduling units. Summer 2026 in Refine mode in CLSS. Classrooms and event scheduling in Astra is open for the Summer term.
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> February 3rd & 4th - Validation Days - All scheduling units must validate their Fall 2026 schedules as they will be switched to Refine Mode and bridged to Banner.
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> February 4th - Deadline for all Fall 2026 term edits in CLSS. All scheduling units should validate their Fall schedules by this date as they will be switched to Refine Mode and bridged to Banner.
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> February 9th - Summer & Fall 2026 syllabi available to faculty for editing in Simple Syllabus.
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> February 6th-13th - Optimization and room scheduling in Astra.
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> February 16th-23rd - Manual adjustments made within CLSS/Astra. OUR will take room requests for Shared Spaces.
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> February 23rd - Summer & Fall 2026 schedule of classes viewable to students in MyBama.
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> February 25th - Upon request, OUR will begin reserving all classrooms, auditoriums, and seminar rooms at the shared space seat fill with the exceptions of Law, Nursing, and the Moody Music Building.
>
> March 2nd - All final exams should be booked for SPRING 2026. Any final exam not scheduled in accordance with the Final Exam Schedule may lose the room/date/time to other final exams and University scheduling needs.
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> March 23rd - Registration for Summer & Fall 2026 begins.
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> March 30th - Event scheduling in Astra open for Fall 2026 term.
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> April 9th - Final exam room scheduling opens for extra or designated space not schedulable during the final exam priority scheduling period.

2. Once the deadline to schedule final exams has passed, any unscheduled room will become available to ODS and other departments to schedule. Therefore, if an in-person exam is not scheduled in its desired room, it will forfeit its right to priority for that room.

Final Exam Field Options

1. The final exam field will contain the following options in the drop-down menu and will require a response.
   a. **No Room Required**: This option will be selected if there will NOT be an in-person exam being held.
   b. **Requesting New Room for Final Exam**: This option will be selected when the regular room assigned during the semester is not adequate for the exam requirements. An alternate room will then be located once the deadline has passed for all in person exams to be scheduled.
   c. **Same Room as section for Final Exam**: This option will be selected if the room assignment being used during the regular semester is adequate for the final exam requirements.

<mark>The Final Exam Field will be located below the Schedule Type Field</mark>
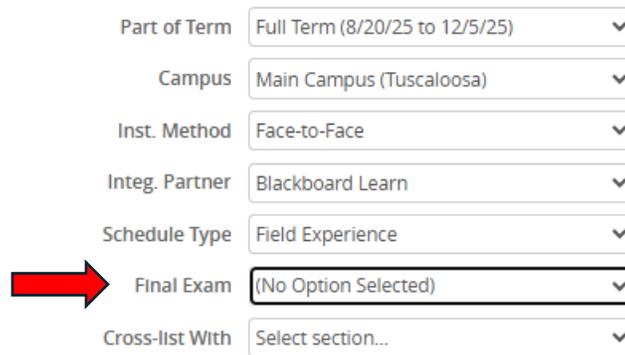
**NOTE: Departments can and should schedule final exams in classrooms within their assigned scheduling regions as soon as they are aware of the final exam needs for a class section. The Registrar's Office will schedule rooms for Astra Event Requests into OUR-controlled classrooms only.

Exporting Final Exam Field Data

1. Log into your department's scheduling unit. At the top right you will see a red "Export" drop down menu button. You will need to select the "Excel" option in order to view specific data.
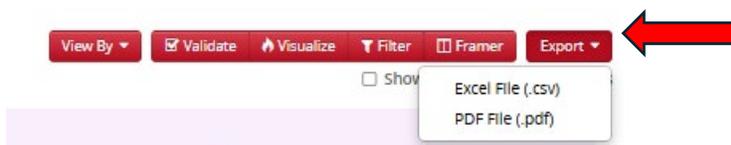
2. Once you have selected the "Excel File" option, a dialogue box will appear that will allow you to choose the specific data you are desiring to export. Uncheck all boxes except for the Final Exam box. This will ensure you only export the final exam field data. Select the highlighted fields below: course number, section # and final exam boxes. Then select the "generate" button to export the data.

3. Reviewing and Interpreting the Exported Data

You will be able to view which sections need room accommodations for exams. Sections that do not need a room and sections that have no response recorded are in need of confirmation. Sections that indicate they are requesting a new room or will use the same room as the section for the final should have their final exams scheduled in Astra.