Final exams are right around the corner and we’re here to de-mystify the process!

At Bryn Mawr College final work can take several forms: Scheduled, Self-Scheduled, or take-home exams, or paper/project in lieu of an exam. First: check with your instructors about what kind of final work they have assigned for this exam period.

**Scheduled Exams:** Are scheduled by the Registrar’s Office and administered by your instructor at a specific date/time/location. You can see the list of dates and times for Scheduled Exams on our website [here](#). Things to remember:

1. The exam may be scheduled in a different room then where your class met, be sure to check the schedule for a building/room location
2. Arrive *before* the start of the exam block so you can be comfortably in your seat before the exam begins

**Self-Scheduled Exams:** Begin on Sunday, December 12, 2021. You can decide which day and exam block to take your self-scheduled exam(s) during the exam period. See exam blocks below or [click here](#).

- Go to Guild Hall, 2nd floor for exam pick-up and return.
- Arrive at least 15 minutes before the start of the exam session.
- You will be asked to fill out a blue card with your name and the course name and number for the self-scheduled exam.
- Go into room 203 where the exam envelopes are organized by department. Hand your card to the proctor who will give you your exam. Check the label on the exam envelope to be sure you have the exam you want.
- Exams may be taken in Taylor Hall classrooms, or designated rooms in the Park Science Building.
- Select a room, find a seat, and circle your location on the exam envelope
- Blank exam booklets are available in each exam room if needed.
- Wait until the beginning of the exam session to open the exam envelope. Indicate your start time on the exam envelope.
- Once you have completed your exam, write the time you finished it on the outside of the envelope, put all exam materials – exam, blue books, scratch paper, etc – into the exam envelope.
- Return the exam to Guild Hall 2nd floor room 203
- You must turn in your exam within 10 minutes of the end of the exam session.

**Issues during a Self-Scheduled exam:**

Proctors are available in Taylor and Park during the exam periods – they are there to help you!

- If you notice an issue with the exam – missing a page, skips a question number, etc – ask a proctor to call the Registrar’s Office – we will be able to assist you.
- If you feel unwell, don't worry!
  - make a note of the time you stopped taking the exam on the exam envelope
  - tell the student proctor you are not feeling well and give them your exam
  - Return to your room – or the Health Center if appropriate
Please email your instructor, dean and registrar@brynmawr.edu.

Do not study further for the exam.

We will be in touch to plan next steps.

Questions?

We will be joining the Honor Board Head for office hours Wednesday, December 8th 2:30-3:30pm for Q&A, and we are always available to answer questions at registrar@brynmawr.edu.

Self-Scheduled Exam Times:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Monday, December 13</th>
<th>Tuesday, December 14</th>
<th>Wednesday, December 15</th>
<th>Thursday, December 16</th>
<th>Friday, December 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, December 12</td>
<td>2:00 pm-5:00 pm</td>
<td>No Morning Exams</td>
<td>2:00 pm-5:00 pm</td>
<td>2:00 pm-5:00 pm</td>
<td>All work due 12:30pm</td>
<td>No Evening Exams</td>
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<tr>
<td>Monday, December 13</td>
<td>9:30 am-12:30 pm</td>
<td>2:00 pm-5:00 pm</td>
<td>7:00 pm-10:00 pm</td>
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<tr>
<td>Tuesday, December 14</td>
<td>9:30 am-12:30 pm</td>
<td>2:00 pm-5:00 pm</td>
<td>7:00 pm-10:00 pm</td>
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<tr>
<td>Wednesday, December 15</td>
<td>9:30 am-12:30 pm</td>
<td>2:00 pm-5:00 pm</td>
<td>7:00 pm-10:00 pm</td>
<td>7:00 pm-10:00 pm</td>
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<td>No Evening Exams</td>
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<tr>
<td>Thursday, December 16</td>
<td>9:30 am-12:30 pm</td>
<td>2:00 pm-5:00 pm</td>
<td>7:00 pm-10:00 pm</td>
<td>7:00 pm-10:00 pm</td>
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<td>No Evening Exams</td>
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<tr>
<td>Friday, December 17</td>
<td>9:30 am-12:30 pm</td>
<td>2:00 pm-5:00 pm</td>
<td>7:00 pm-10:00 pm</td>
<td>7:00 pm-10:00 pm</td>
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Self-scheduled exams can be taken in the following rooms:

Taylor    B*, C, D, E, F, G, & Seminar
Park       243, 336*, 337*, & 338

*denotes open book/open note only