

Final Exam Guide

Office of the Registrar

ALL CAMPUSES—Tampa, St. Petersburg, Sarasota-Manatee

Saturday December 7 Block Finals	Sunday December 8 Block Finals & Distance Learning	Monday December 9 Standard	Tuesday December 10 Standard	Wednesday December 11 Standard	Thursday December 12 Standard
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INSTRUCTIONS FOR FINAL EXAMS

- Each fall and spring semester, the last full week of classes before final examinations is designated as **Test Free Week**. The intent of this policy is to establish a one week period of substantial and predictable study time for students. (See [Policy 10-005](#) for further details)
- **Online Courses:**
 - Meets **Synchronously** online, schedule the exam on **Sunday** during **Block Final Exam weekend**.
 - The exam can be conducted either **online** or in a **requested room**.
 - Meets **Asynchronously** online (with no set days & times), instructor will decide the final exam timing.
- **Courses Outside Approved Meeting Time Patterns:**
 - For courses that meet outside of approved meeting time patterns, coordinate with the Academic Space & Scheduling to determine exam day and time options during **Standard Final Exam week**.
 - The instructor is responsible for notifying students of the scheduled exam time.
- **Exam Rooms and Duration:**
 - Exams have a **maximum time limit of two hours**, but shorter durations are acceptable.
 - **Block final exams** MUST be scheduled during the specified Block Final Examination periods on Saturday and Sunday.
 - **Block final exam rooms** are assigned by the Academic Space & Scheduling based on capacity and times.
 - **Standard final exams** are to be held in the same classroom as the course has been in all semester long.
- **Time Blocks:**
 - All exams must adhere to **regular exam time blocks** to prevent conflicts for both students and rooms.
 - When time-of-class examinations conflict, the course with the higher number will take priority.
 - Instructors giving make-up exams will notify Academic Space and Scheduling with the preferred day: Tuesday-Thursday during the last time block during standard final exams.
 - Students with accommodations through the office of Student Accessibility Services (SAS) review final exam guidelines at [Student Accessibility Services \(usf.edu\)](#).
- If you have a conflict or a question, please contact Academic Space & Scheduling at 813-974-7969 or by email at AskSpace@usf.edu.

Block Exam Schedule

Fall 2024

TAMPA block finals = black font
ST. PETE block finals = green font
SARASOTA block finals = red font
If no sections are listed, it includes all sections for that campus.

Departments are responsible for obtaining room assignments and informing students.

Exam Date	Exam Time	Courses
Saturday, Dec. 7 <i>Block Exams</i>	7:30a – 9:30a	TBA <i>St. Pete: TBA</i>
	10:00a – 12:00p	TBA <i>St. Pete: TBA</i> <i>Sarasota: TBA</i>
	12:30p – 2:30p	TBA <i>St. Pete: TBA</i>
	3:00p – 5:00p	TBA <i>St. Pete: TBA</i>
	5:30p – 7:30p	TBA
	8:00p – 10:00p	TBA
	Sunday, Dec. 8 <i>Block Exams</i> <i>or</i> <i>Distance Learning</i>	7:30a – 9:30a
10:00a – 12:00p		TBA
12:30p – 2:30p		TBA
3:00p – 5:00p		TBA
5:30p – 7:30p		TBA
8:00p – 10:00p		TBA

All other classes not covered in the Block Examination Schedule will follow the Standard Final Exam Matrix below.

Updated 5/15/2024 This exam schedule is subject to change without notice. Check online for the most up-to-date version.

Standard Final Exam Matrix

Fall 2024

All synchronous, in-person courses not covered in the exam schedule on Saturday or Sunday of Final Exam Week will follow the standard final exam matrix below. Standard finals meet in the same room as the course. This facilitates a conflict-free exam week

Exam Date	Exam Time	Multiple Day Meetings	Single Day Meetings
Monday, Dec.9	7:30a – 9:30a	MW 8:00a–9:15a	
	10:00a – 12:00p	MW 11:00a–12:15p	
	12:30p – 2:30p	MW 2:00p–3:15p	
	3:00p – 5:00p	MW 5:00p–6:15p	
	5:30p – 7:30p	MW 6:30p–7:45p	M 5:00p–7:45p, M 6:30p–9:15p
	8:00p – 10:00p		F 11:00a–1:45p
Tuesday, Dec.10	7:30a – 9:30a	TR 8:00a–9:15a	
	10:00a – 12:00p	TR 11:00a–12:15p	
	12:30p – 2:30p	TR 2:00p–3:15p	
	3:00p – 5:00p	TR 5:00p–6:15p	
	5:30p – 7:30p	TR 6:30p–7:45p	T 5:00p–7:45p, T 6:30p–9:15p
	8:00p – 10:00p	Make-up Exams	
Wednesday, Dec.11	7:30a – 9:30a	MW 9:30a–10:45a	
	10:00a – 12:00p	MW 12:30p–1:45p	
	12:30p – 2:30p	MW 3:30p–4:45p	
	3:00p – 5:00p		F 8:00a–10:45a
	5:30p – 7:30p		W 5:00p–7:45p, W 6:30p–9:15p
	8:00p – 10:00p	Make-up Exams	
Thursday, Dec.12	7:30a – 9:30a	TR 9:30a–10:45a	
	10:00a – 12:00p	TR 12:30p–1:45p	
	12:30p – 2:30p	TR 3:30p–4:45p	
	3:00p – 5:00p		F 2:00p–4:45p
	5:30p – 7:30p		R 5:00p–7:45p, R 6:30p–9:15p
	8:00p – 10:00p	Make-up Exams	