

WASHINGTON AND LEE
U N I V E R S I T Y
LEXINGTON, VIRGINIA 24450-2116

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SPRING TERM 2009 EXAMINATION PROCEDURE

Complete an examination envelope for each of your courses including the day, date and time you have listed below and submit it to the appropriate professor at the first class meeting in the last week of scheduled classes (May 25 to 29).

EXAMINATIONS ARE GIVEN AT THE FOLLOWING TIMES ONLY:

	SATURDAY, MAY 30
Morning, 9:00 - 12:00	Subject: _____
Afternoon, 2:00 - 5:00	Subject: _____
	MONDAY, JUNE 1
Morning, 9:00 - 12:00	Subject: _____
Afternoon, 2:00 - 5:00	Subject: _____

Beginning **Monday, May 25th**, obtain from the University Registrar's Office an examination envelope for each of your classes. These will be used for providing the examination to you and for returning the examination to the professor. A blank examination schedule form for your use in planning appears on the reverse of these instructions. The following instructions are important to the examination process so please read them carefully.

1. Carefully complete the information requested on each envelope according to the schedule you plan.
2. Submit the examination envelopes to each course's professor at the first class meeting **on or after Monday, May 25**. Failure to complete and submit an envelope prior to the scheduled examination period **prevents** a student from taking the examination.
3. At the time you selected for your examination, go to the location previously designated by the professor where you will be given your envelope and be directed to a classroom.
4. You have three hours to complete the examination. Any student late for an examination may not expect time beyond the announced termination of the examination period. Upon completion, place the questions and your answers in the envelope, write out and sign the pledge at the bottom of the envelope, and return it to the designated individual or location. NOTE: The examination questions must be returned in the envelope by the end of the scheduled period even if you decide not to answer the questions.

The following examinations are scheduled; **attendance is required for the entire class**, so be sure to work these days and times into your schedule.

Monday, June 1 Morning, 9:00 - 12:00 **WST 120, Le Blanc & Verhage, Elrod Commons**