

WASHINGTON AND LEE
UNIVERSITY
LEXINGTON, VIRGINIA 24450-2116

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WINTER TERM 2009 EXAMINATION PROCEDURE

Beginning **Monday, March 23**, 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, March 30**. 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, April 6	Morning, 9:00 - 12:00 ARTH 206, Bent, Wilson 2017
 ARTH 140, Ramirez, Wilson 2018
	Afternoon, 2:00 - 5:00..... ARTH 102-01, Lepage, Wilson 2017
 ARTH 102-02, Ramirez, Wilson 2018
Tuesday, April 7	Morning, 9:00 - 12:00 ARTH 250, Bent, Wilson 2017
	Afternoon, 2:00 - 5:00..... ARTH 204, Simpson, Wilson 2017
Wednesday, April 8	Morning, 9:00 - 12:00 ARTH 380A, Lepage, Wilson 2010

FINAL EXAMINATION SCHEDULE
April 6-10, 2009

This form will assist you in scheduling your examinations. 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 (March 31 to April 4)

FINAL EXAMINATIONS ARE GIVEN AT THE FOLLOWING TIMES ONLY:

SATURDAY, April 4

Afternoon, 2:00 - 5:00 Subject: _____

MONDAY, April 6

Morning, 9:00 - 12:00 Subject: _____

Afternoon, 2:00 - 5:00 Subject: _____

TUESDAY, April 7

Morning, 9:00 - 12:00 Subject: _____

Afternoon, 2:00 - 5:00 Subject: _____

WEDNESDAY, April 8

Morning, 9:00 - 12:00 Subject: _____

Afternoon, 2:00 - 5:00 Subject: _____

THURSDAY, April 9

Morning, 9:00 - 12:00 Subject: _____

Afternoon, 2:00 - 5:00 Subject: _____

FRIDAY, April 10

Morning, 9:00 - 12:00 Subject: _____

Afternoon, 2:00 - 5:00 Subject: _____