

FINAL EXAM TIPS

DEADLINE



All final exams must be scheduled accurately via the Student Portal no later than **April 3, 2020**. ***SDS will begin assigning seats for finals on April 6, 2020. If your final exam is not scheduled, accommodated seating assignment with SDS may not be possible and you may have to take the exam in the classroom.***

UNIVERSITY FINAL EXAM SCHEDULE



All final exams should be scheduled according to the **Final Exam Schedule** set by the University Registrar. Review your syllabi to verify exam dates and contact your professor if you have questions.

BE AWARE



When scheduling your exam, be mindful of the date, start time, and duration of each final exam and extended time accommodations to avoid scheduling conflicts, including overlapping end and start times. Discuss alternative dates and start times with your professor prior to scheduling your exams in the Student Portal by **April 3, 2020**.

LATE EXAM REQUEST FORM



The online form will not be available after April 3, 2020 to request to take final exams in the Testing Center. Log into the Student Portal and click on "**My Schedule**" to ensure scheduled exams are complete and accurate to avoid the possibility of taking your exams in the classroom.

REVIEW AND PREPARE



Make sure you have everything you need for your exam including your UTK ID, TN ID#, Scantron, green or blue book, calculator, pens, pencils, etc. Consult with your Coordinator should you have any questions.