

[CALmessages Confirmation] - 2015-12-03

From:	Catherine P. Koshland, Vice Chancellor for Undergraduate Education (campus-wide)
To:	Academic-senate-faculty; Faculty; Instructors; Staff
Subject:	Final Exams Fall 2015 - Important Information

Dear Colleagues,

This message contains important logistical information and reminders related to campus services during the final exam period. In the event that you have GSIs proctoring final exams, please kindly forward this notice for their attention. Additional information will be sent to those with exams taking place in the Recreational Sports Facility (RSF) Fieldhouse.

We recognize that things sometimes go wrong despite the best of intentions. If you have a problem on the day of your exam, please keep the following phone numbers handy to obtain timely assistance. The message is repeated [online](#) for future reference.

AV/Technology	Education Technology Services (ETS)	8:00am-8:00pm	(510) 643-8637
Classroom issues (lockout, maintenance, etc.)	Office of the Registrar	8:00am-8:00pm	(510) 643-7490
After-hours Classroom Lockout or Maintenance	Facilities Services	Prior to 8:00am and After 8:00pm	(510) 642-1032
Building Lockout	UC Police Department	24-hour	(510) 642-6760

SCHEDULE

Fall 2015 final exams will take place over a five-day period (Monday, December 14 - Friday, December 18) with four exam periods scheduled per day:

- 8:00 - 11:00am
- 11:30am - 2:30pm
- 3:00-6:00pm
- 7:00 - 10:00pm

The Office of the Registrar maintains an [online schedule](#) of exam times and room assignments. Questions about the schedule or the academic calendar may be directed to Campus Classroom Manager [Pam Armstrong](#). If you encounter a student with issues related to religious creed, please find the [policy](#) online.

CLASSROOM ACCESS AND MAINTENANCE

All exam venues will be checked prior to exam week to ensure that rooms are in acceptable condition for test-taking; blackboards will be cleaned and other factors that could inhibit exams will be addressed.

Staff will be assigned to ensure that buildings housing final exams are opened and locked at the appropriate times. All key-carded buildings will be locked at 9:00pm unless the normal schedule exceeds this time. Please direct questions to hotline@berkeley.edu.

SAFETY

Additional Safety Patrol Officers (SPOs) will be assigned to patrol venues where evening final exams are taking place.

Night safety services will be fully staffed. To access these services, call 642-Walk (9255). Details are available [online](#).

AV/TECHNOLOGY SERVICES

If you plan on using classroom technology during a final exam and would like to meet with a technologist, test your media or familiarize yourself with the equipment, make a request at your earliest convenience, using the [online request form](#) or by emailing avsupport@media.berkeley.edu.

Please note that the Hearst Gym and RSF provide limited internet access.

Best regards,

Catherine P. Koshland
Vice Chancellor, Undergraduate Education

If you are a manager who supervises UC Berkeley employees without email access, please circulate this information to all.

Please do not reply to this message