

2024 Winter Term 1 Final Exam Timeline:

ACTION REQUIRED	DATE	ACTIONED BY	ACTIONS
Workday/EXMM Exam Requirement Tab training	August 12, 15 and 20, 2024	Department Admin	Department admin responsible for collecting and entering final exams requests to attend one of the scheduled Workday/EXMM Exam Requirement Tab training sessions.
Workday/EXMM Exam Requirement Tab open for Exam Requirement Entry (SISC Exam Request Tab)	August 20 – September 10, 2024	Department Admin	Department Admins enter exam requirement data for 2024W Term 1.
Instructor Special Accommodation Request	September 10, 2024	Department Admin	Department Admins to ensure requests for special accommodations are approved by the appropriate Assoc. Dean or Director, with approvals emailed to academic.scheduling@ubc.ca prior to the exam tab closing.
3 Hour Exam Request	September 10, 2024	Department Admin	Department Admin to ensure requests for 3 hr. exams are approved by the appropriate Assoc. Dean or Director, with approvals emailed to academic.scheduling@ubc.ca prior to the exam tab closing.
Preliminary Exam Schedule Release	September 27, 2024	Department Admin	Department Admin review the preliminary exam schedule for errors and omissions.
Deadline to Submit Errors and Omissions	October 2, 2024	Department Admin	Department Admin to report errors and omissions to Scheduling Services via the UBCO Academic Scheduling Change Request Form.
Exam Schedule Published	October 4, 2024	Scheduling Services	2024 T1 Exam Schedule Published to Workday and Student Services Website
Final Exam Period	December 9 – 20, 2024		

2024 Winter Term 2 Final Exam Timeline:

ACTION REQUIRED	DATE	ACTIONED BY	ACTIONS
Workday/EXMM Exam Requirement Tab open for Exam Requirement Entry	December 9, 2024 – January 10, 2025	Department Admin	Department Admins responsible for collecting and entering final exam requirement data for 2024W Term 2.
Instructor Special Accommodation Request	January 10, 2025	Department Admin	Department Admins to ensure requests for special accommodations are approved by the appropriate Assoc. Dean or Director, with approvals emailed to academic.scheduling@ubc.ca prior to the exam tab closing.
3 Hour Exam Request	January 10, 2025	Department Admin	Department Admin to ensure requests for 3 hr. exams are approved by the appropriate Assoc. Dean or Director, with approvals emailed to academic.scheduling@ubc.ca prior to the exam tab closing.
Preliminary Exam Schedule Release	January 31, 2025	Department Admin	Department Admin review the preliminary exam schedule for errors and omissions.
Deadline to Submit Errors and Omissions	February 5, 2024	Department Admin	Department Admin to report errors and omissions to Scheduling Services via the UBCO Academic Scheduling Change Request Form
Exam Schedule Published	February 7, 2025	Scheduling Services	Final Exam Schedule Published to Workday Student and Student Services Website
Final Exam Period	April 11 – April 26, 2025 (excluding Easter Holiday April 19 - 21)		