The Academic Senate approved modifications to the administration of final examinations beginning Spring 2010. This document includes a summary of those changes and instructions for completing the Final Examination Preview document that is used to make room assignments for final examinations.

Summary of Changes to Final Examinations

1. Final examinations will take place over five days with four examination groups on each day. Examinations on Saturday have been eliminated.
2. Instructors may opt to offer an alternate assessment method instead of a three-hour in-class written final examination on a semester-by-semester basis for a course that has been approved by the Committee on Courses of Instruction (COCI) to have a final examination.
3. The default room assignment will be the classroom where the course took place during the term. We anticipate that most courses will get the default room assignment but we cannot guarantee that there will not be some changes. If an instructor wants to have alternate seating, the instructor must specifically “opt in” for alternate seating.
4. Information about the final examination must be provided to students on the course syllabus during the first week of instruction. If a change is made to the method of assessment outlined in the course syllabus, the instructor will be required to offer the examination using both methods.

A summary of the changes and an FAQ can be found at:


The Final Examination Preview Form lists all courses currently approved by COCI to give a final exam. In accordance with the procedures approved by the Academic Senate’s COCI, each department will determine which courses, undergraduate and graduate, will give an in-class final examination or use an alternate method of assessment such as take home examination, etc. For details, see the Berkeley Division Procedures Implementing Senate Regulation 772 at:


Confirm Status of Final Examination:

Place a check mark beside each course in the parenthesis to indicate if a course will or will not be giving a three-hour, in-class final examination. The information submitted to the Scheduling Office should reflect the information students received from instructors on the course syllabus regarding the final examination. Please do not mark all the boxes as yes without (1) checking the course syllabus and recording that information on the form; or (2) confirming with each instructor to determine if an in-class examination will be given.

Graduate courses do not require approval by COCI to either have a final or not have a final. Please check the box accordingly. If the course will not be holding a final exam on permanent basis this term and in the future, please note that on the form so we can update our database accordingly. If a course is not listed and has decided to hold a final exam, please add the course number, section number, instructor name, exam group, if the course will require alternate seating, and any instructional technology requirements on the form.

If your department uses special arrangements for examinations, e.g. elementary foreign languages, common finals, etc., please make note of those arrangements either on the form or in an attached memo. We will do our best to accommodate those special arrangements.

Instructor Names:

Please verify the instructor name. If there is a change, please correct it directly in DB2 on the Update Class screen.
Blank Examination Group:
If the exam group for a course is blank, provide an exam group based on the following Fall and Spring Final Exam Calendars:

[Links to Fall and Spring Final Exam Calendars]

Also note it on the form under the Exam Group column for the course. Examination group numbers are determined by the day and time the course normally meets.

Room and Building:
The final examination will be scheduled in most cases in the location where the course took place during the term. We anticipate that most courses will get the default room assignment but we cannot guarantee that there will not be some changes. If you plan to use department space or another location for the examination, please note that on the form under the room and building headings.

Opt In for Alternate Seating:
Alternate seating will NOT be provided for final examinations unless the instructor “opts in” for this arrangement. The final examination will be scheduled in most cases in the classroom where the course met during the term. Please confirm the desired seating arrangement with the instructor. This will allow us to provide alternate seating only for those courses that really need it, especially ones with large enrollments.

Instructional Technology Requests:
Please indicate any special instructional technology requirements directly on the form at the far right next to the alternate seating columns.

Final Exam Group Change:
It is past the deadline for a department to request a change in final exam group for a course in the current term. COCI must receive a Petition for Final Exam Group Change at least two weeks before the beginning of instruction. To request a change in final exam group for a future term, please complete the form at the following URL:

[Link to Petition for Final Exam Group Change]

Final Exam Variance Requests:
A department can request a permanent exemption from, or a permanent reinstatement of, the final exam for a course by submitting a Course Approval Form:

[Link to Course Approval Form]

COCI must approve these permanent exceptions to final examinations for undergraduate courses by the end of the fifth week of instruction. Please remember that any changes made to final examinations by the end of the fifth week will require the instructor to offer the examination as originally announced in the syllabus and under the revised conditions.

After we enter your revisions and make room assignments as needed, we will send you a copy to review to ensure that we have all the information correct before we publish the Schedule of Final Examinations.