

Final Assessment Administration Summary Chart

Assessment Type	Who Schedules	Who Administers	Location / Format	Printing & Costs	Key Notes
No Final Assessment	N/A	N/A	N/A	N/A	Students have no commitments after the last day of classes.
Take-Home Assessment	Instructor	Instructor	Take-home	N/A	Not a final exam; due date must fall during the final exam period; conflicts with scheduled exams must be accommodated.
In-Person Final Examination <i>(A) - Scheduled & Administered by RO</i>	RO	RO (scheduling) / Instructor (invigilation)	RO-booked space	Covered by RO	RO handles delivery and logistics, including remote students (for online courses only).
In-Person Final Examination <i>(B) - Scheduled by RO, Administered by Department/Instructor</i>	RO	Department / Instructor	Department space or RO-booked space	Department covers costs	RO ensures conflict-free scheduling; department manages logistics and printing.
In-Person Final Examination <i>(C) - Scheduled & Administered by Department/Instructor</i>	Department	Department / Instructor	Department-booked space	Department covers costs	Department determines date/time; must accommodate conflicts with RO-scheduled exams.
Online Final Examination	RO	Instructor	Online	N/A	One conflict-free start time; no space or printing required; instructor handles invigilation.