TL80 – Examination Schedule

The schedule of final examinations in each term.

Content & Scope
The examination schedule is prepared each term for most graduate and undergraduate final examinations held during the formal examination period. Scheduling is an iterative process requiring coordination between the Registrar's Office, which is responsible for creating the schedule, and the academic units, which determine what examinations need to be held.

The official record is the final examination timetable (preliminary versions and related communications are transitory records).

Related Records
For the schedule of classes, see TL82 – Schedule of Classes.

Responsible Unit
Registrar’s Office.

Information Steward
Registrar.

Information Confidentiality Classification
Public.

Retention
5 years.

Disposition
Destruction.

Note: preliminary drafts and related communications are transitory records classified as confidential, and should be securely destroyed.

Authority
University of Waterloo Undergraduate Studies Academic Calendar: Assignments, Tests, and Final Exams.

Retention Rationale
The retention period is based on operational use.

Approval Date
26 July 2010