TL80 – Examination Schedule

These records are comprised of 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.

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

Responsible Unit
Registrar’s Office

Information Steward
Registrar

Privacy Classification
- Public: the final examination schedule
- Confidential: all other records

Retention
Final examination schedule: 5 years
All other records: until superseded/obsolete

Disposition
Destruction

Authority
University of Waterloo Academic Regulations Related to Assignments, Tests, and Final Exams

Retention Rationale
The retention period is based on operational use.

Approval Date(s)
July 26, 2010