

Important: Fall 2025 Make-up Final Examination Sessions

October 3, 2025

To: Fall 2025 instructors, Deans + Associate Deans (Undergraduate and Graduate Studies) + departmental final examination reps

Fall 2025 final examination make-up dates and times

Date	Time	Odyssey Printing Deadline
Wednesday, December 10, 2025	7:30-10 p.m.	Sunday, December 7, 2025
Wednesday, December 17, 2025	7:30-10 p.m.	Sunday, December 14, 2025
Saturday, January 10, 2026	9-11:30 a.m. 1:30-4 p.m.	Monday, January 5, 2026
Saturday, January 17, 2026	9-11:30 a.m. 1:30-4 p.m.	Monday, January 12, 2026

Note: These make-up final examination sessions are not mandatory. Instructors have the option to accommodate students outside of these dates and times.

Process to set up a make-up final examination session

To be included in one of these make-up final examination sessions, student information must be entered into Odyssey by the instructor. The course co-ordinator/advisor or final examination representative can also enter this information upon approval of the instructor into Odyssey. Students who are approved can view their final examination make-up date, time, and assigned seat in Odyssey once the Odyssey print deadline has passed. Students who show up to an Office of the Registrar (RO) final examination make-up session who are not entered into Odyssey or reported to the Examinations Services Office will not be permitted to write and will be directed to contact their instructor.

All final examinations must be uploaded and approved by the Odyssey print deadlines to be included in the make-up final examination sessions. Once the final examinations are uploaded and approved, the RO will print, administer, and proctor the make-up final examination sessions in designated rooms (space will be determined and assigned by the RO once we have final

registration numbers). Instructors are not required to attend the make-up final examination session, but are welcome to attend.

See [How to create and upload a final examination into Odyssey](#) for instructions.

After the make-up final examination session

All written **Crowdmark** final examinations will be sent to W Print for scanning the day after they have been written unless otherwise requested.

All other written final examinations will be couriered to your department mailroom the next business day. Any final examinations with **Akindi** bubble sheets will be scanned by the RO and sent to the instructor via email, and the written final examination in its entirety will be couriered to your department mailroom the next business day.

If the instructor or a designate would like to pick up written final examinations in **MC 4043**, an email from the instructor must be sent to examinations@uwaterloo.ca before the date of the written final examination.

Available pick-up days:

Date	Time
Thursday, December 11, 2025 (final examinations written on December 10)	10 a.m. - 3 p.m.
Thursday, December 18, 2025 (final examinations written on December 17)	10 a.m. - 3 p.m.
Monday, January 12, 2026 (final examinations written on January 10)	10 a.m. - 3 p.m.
Monday, January 19, 2026 (final examinations written on January 17)	10 a.m. - 3 p.m.

Questions

Questions can be directed to examinations@uwaterloo.ca.

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