Semester Exam Period Coordination Template

General Information

Semester:

e.g., Fall 2024

Exam Coordinator:

Full Name

Exam Period Dates:

e.g., June 5 - June 20, 2024

Main Exam Location(s):

e.g., Building, Room Number(s)

Exam Schedule Overview

Date	Time	Course	Instructor	Room	Notes
MM/DD/YYYY	HH:MM - HH:MM	Course Code	Instructor Name	Room	Remarks

Invigilator Assignment

Exam Date	Course	Room	Invigilator(s)	Remarks

Notes / Coordination Details

Add any additional notes, issues, contact info, or coordination comments here.