

INFORMATION FOR STUDENTS:

This is an emergency message from Texas Tech University. All final exams scheduled Saturday, December 8 have been rescheduled for Sunday, December 9 due to winter weather. There are no changes to room assignments for the administration of the rescheduled final exams. The detailed schedule below reflects the most current information and supersedes information distributed on Friday, December 7.

Sunday, December 9th	
EXAM TIME	WHO TAKES EXAM
10:30 a.m. to 1:00 p.m.	9:30 TR Classes
1:30 p.m. to 4:00 p.m.	12:30 p.m. TR Classes
4:30 p.m. to 7:00 p.m.	8:00 a.m. MWF Classes
7:30 p.m. to 10:00 p.m.	CE 3303, ME 2322; 5:00, 5:30 p.m. TR;
	Thursday night only classes;
	Saturday only classes

Students who have conflicts with final exams rescheduled for Sunday should contact the Instructor of Record of the respective course immediately. Instructors will provide students with guidance related to accommodating documented conflicts with rescheduled exams.

INFORMATION FOR FACULTY AND STAFF:

This is an emergency message from Texas Tech University. All final exams scheduled Saturday, December 8 have been rescheduled for Sunday, December 9 due to winter weather. There are no changes to room assignments for the administration of the rescheduled final exams. The detailed schedule below reflects the most current information and supersedes information distributed on Friday, December 7.

Sunday, December 9th	
EXAM TIME	WHO TAKES EXAM
10:30 a.m. to 1:00 p.m.	9:30 TR Classes
1:30 p.m. to 4:00 p.m.	12:30 p.m. TR Classes
4:30 p.m. to 7:00 p.m.	8:00 a.m. MWF Classes
7:30 p.m. to 10:00 p.m.	CE 3303, ME 2322; 5:00, 5:30 p.m. TR;
	Thursday night only classes;
	Saturday only classes

All classrooms in which exams are scheduled must be unlocked before 10:00 a.m. on Sunday. This is the responsibility of the departments. Please plan accordingly.

Questions regarding conflicts with final exams or double booked academic space should be communicated to [Heather Eaton](#) in the Office of the Registrar. On Sunday, Heather Eaton will be available remotely via email.

If a final exam is scheduled in a Raider Room and the Raider Room is not unlocked, the Instructor may reach out to Events & Instructional Space Management in Operations at 806-742-4279.

For maintenance emergencies such as lighting or equipment malfunction, the instructor may call 806-742-4OPS.

Students who have documented conflicts with final exams rescheduled for Sunday have been instructed to contact the Instructor of Record of the respective course immediately. Instructors of Record have the following options available to accommodate students:

- Instructors may accommodate students by making internal arrangements within the academic unit.
- Instructors may accommodate students by working with [Academic Testing Services](#). Instructors choosing this option should contact ATS Director [Pat McConnel](#), who will be available via email on Sunday, for additional information and to arrange the delivery of a hard or electronic copy of the exam. Instructors choosing this option should provide their students with the [Academic Testing Services](#) website link and direct them to contact ATS to schedule an appointment to sit for the exam. Graduating seniors will be prioritized in scheduling and should inform ATS staff of their graduation status when making the appointment.

Instructors of record may elect to move rescheduled final exams online, provided that the courses have corresponding Blackboard sections. Exams that are moved online **may not be given at the original exam time**, as some students may need to come to campus to access a computer lab. Instructors can access “how to” information at <https://www.depts.ttu.edu/elearning/blackboard/guides/Assessment-Tool-in-Blackboard.pdf> or they can contact Blackboard Final Support at elearning.id@ttu.edu for direct assistance (please put “Blackboard Final Support” in the subject line). The eLearning Instructional Design team will be available between 8 a.m. to 5 p.m. on Friday, and as needed over the weekend. Instructors wanting to move exams online due to weather issues will need to make requests no later than noon Saturday to develop online exams for a Sunday test deployment.