

Organizing Your Finals By Priority – Spring 2008

For “Date Priority”

- Enter a 1 if your final takes place during the first two days of finals week
- Enter a 2 if your final takes place during the next two days of finals week
- Enter a 3 if your final takes place during the last three days of finals week

For “Type”

- Enter a 1 if your final is comprehensive or partially comprehensive
- Enter a 2 if your final is not comprehensive (only new material)

For “Grade Going into the Final”

- Enter a 1 if your current grade in the course is a D or F or below the class average
 - Enter a 2 if your current grade in the course is a C or at the class average
 - Enter a 3 if your current grade in the course is an A or B or above the class average
- * If you still have another exam before the final, use your current grades.

For “Grade Needed on Final”

- Enter a 1 if you need to earn a final exam/paper grade that is higher than the average of your individual exams/grades to get the grade you desire
- Enter a 2 if you need to earn a final exam/paper grade the same as the average of your individual exams/grades to get the grade you desire
- Enter a 3 if you can make a grade lower than the average of your individual exams/grades to get the grade you desire

For “Difficulty of Material”

- Enter a 1 if the material has been very difficult for you
- Enter a 2 if the material has been somewhat difficult or of average difficulty for you
- Enter a 3 if the material has not been difficult for you

For each exam, add the “Date Priority,” through “Difficulty of Material” columns together and enter that number in the “Priority for Scheduling” column.

Course	Date Priority	Type	Grade Going into Final	Grade Needed on Final	Difficulty of Material	Priority for Scheduling
	+	+	+	+	=	
	+	+	+	+	=	
	+	+	+	+	=	
	+	+	+	+	=	
	+	+	+	+	=	

The smaller the “Priority for Scheduling” number, the higher the priority the exam is in terms of scheduling. Whichever exam has highest priority should be entered as a 1 on the Final Exam Summary sheet, and so forth. If there is a tie, the earlier of the exams should have a higher priority.