



How to Assist your Students in Scheduling Their Seat Reservations in the Testing Center for Finals (CEP) Week

Students are asked to schedule their seat reservations in the Testing Center by Monday, December 5th 2022.

ALL exams they wish to take in the Testing Center should be scheduled by this date, not just their Final Exams.

The Testing Center defines a Final Exam as an exam that occurs during the designated Final Exam (CEP) week of Monday December 12th – Thursday December 15th 2022.

The Testing Center will be open the extended hours of **7:30AM to 6:00PM Monday through Thursday** during Finals (CEP) Week. All exams must be completed by 6:00PM on CEP days.

Students are asked to speak with their Instructor and/or look at their syllabi for the correct day and time block assigned for their Final Exams. Students are made aware of the Registrar's CEP Schedule and are provided a link to the PDF.

Students are only able to schedule their Final Exams during the approved CEP Time Blocks provided through the Registrar and will allow for completion of exams by 6:00PM. Those CEP Time Block start times are:

- **7:40AM**
- **9:40AM**
- **11:40AM**
- **1:40PM**
- **3:40PM**

Please note that CEP Time blocks are 1 hour and 50 minutes in length, extension of a time block, even by ten minutes, will severely limit the number of students we are able to accommodate on any given day.

Your cooperation and understanding are appreciated.

Students schedule their Final Exam seat reservations in the Testing Center using the new '[SCHEDULE MY FINAL EXAM](#)' form on the Testing Center webpage. Students have/will receive numerous email notifications about deadlines and how to schedule their Final Exams in the Testing Center.

If you have any questions or concerns, please email exams@buffalostate.edu.