

### **Guidelines on Final Exams for Fall 2020**

The following guidelines are intended to help instructors and departments plan appropriately for the upcoming final exam period.

#### **Classroom Logistics**

1. Any instructor in a face-to-face or hybrid course can opt to deliver a fully online final exam, provided that they give students enough advance notice so they can plan appropriately.
  - a. At a minimum, instructors should notify students of their plans for the final exam period by Monday, December 7 (i.e., one week before final exams begin).
2. Instructors cannot exceed revised physical distancing classroom capacities to accommodate all currently enrolled students\* for an in-person final exam. (\*Please see the Students Who Are in Isolation or Self-Quarantine During Final Exams section below.)
3. Courses that meet in classrooms that can accommodate all currently enrolled students should be clear to deliver an in-person final exam with all currently enrolled students\* in attendance.
4. Courses that meet in a hybrid modality where only a portion of enrolled students attend in person each day due to classroom seating capacity limitations have several options:
  - a. Instructors can make provisions to deliver their final exam in a larger classroom that will accommodate all currently enrolled students\*.
  - b. Instructors can make provisions to secure a second classroom for their final exam so that all currently enrolled students\* can be accommodated between two classrooms.
  - c. Instructors can deliver their final exam online.
    - i. Please see [this resource](#), prepared by Marcia Dixson, Associate Vice Chancellor for Teaching and Learning, on considerations for preparing and administering effective online exams.
5. The Registrar's Office has been collecting information from departments on classroom space needs for the final exam period. They will be working with instructors and departments to address any needs identified in item 4.

#### **Communicating Appropriate Expectations with Students**

Aside from addressing classroom logistics, it is also essential that instructors clearly communicate their expectations for final exams with their students as early as possible.

1. Will the final exam be online or in person?
2. For online final exams, please ensure students understand if the exam will be synchronous or asynchronous, what materials they can and cannot use, what anti-cheating mechanisms will be utilized, what time limits will be in place, etc.
3. For in-person final exams, will students who are currently attending the course synchronously online or who face COVID-related challenges (e.g., having school-aged children at home engaged in remote learning) be allowed to take their exam online?
4. For students who are unable to take a required in-person final exam at the time prescribed due to being in isolation or self-quarantine\*, what make-up options will the student have?
  - a. If their period of isolation or self-quarantine ends before the close of the final exam period, will they be able to take a make-up exam later in the exam period?
  - b. Will any student who misses the scheduled final exam have to take an Incomplete?
  - c. Will students be able to take a make-up exam during winter break, or will they have to wait until the start of Spring semester?

**\*Students Who Are in Isolation or Self-Quarantine During Final Exams**

Given the current spread of COVID-19 across the region and the country, we know that there will be a sizable number of students who will be unable to attend in-person final exams because they will be in isolation following a positive COVID-19 test or they will be in self-quarantine due to a potential COVID-19 exposure.

1. Instructors cannot require students who are in isolation or self-quarantine to come to campus for an in-person final exam.
2. Instructors cannot penalize students who are in isolation or self-quarantine for not being able to take the in-person final exam at the prescribed time.
3. Instructors may choose, but are not required, to create an alternative online final exam for these students. If an online final exam will not be allowed—or in the case of students who may be too ill to take their final exam—what are the expectations for how and when the final exam can be made up?
4. Some instructors may wish to see documentation to support a student’s need to isolate or self-quarantine during some or all of the final exam period.
  - a. Instructors cannot require that a student provide direct medical documentation—and please remember that, in the case of self-quarantines, often times the documentation is a text message or a phone call.
  - b. Instructors can require a notification from the Dean of Students via the [CARE Team](#) that a student will be unable to attend class before they will make accommodations for the final exam.
    - i. Please refer to the [Student Plan of Action](#) for additional information on communication from the CARE Team.

**A Note for Students**

Students, please communicate with your instructors as quickly and as early as possible if you believe that you might not be able to attend an in-person final exam. It is far easier to make appropriate arrangements and accommodations ahead of time than on the day of an exam or after the fact. Undoubtedly there may be situations that arise at the last minute that are beyond your control, but communication will be essential to a smooth and successful final exam period.

With gratitude for your extraordinary efforts,



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Carl N. Drummond  
Vice Chancellor for Academic Affairs