FINAL EXAMS DURING EMERGENCY REMOTE TEACHING

If instructors choose to use a scheduled exam, the exam must follow the registrar-scheduled calendar to avoid conflicts with other courses.

Instructors should be prepared to accommodate students currently living and learning in time zones that make the scheduled time unreasonable. It is important to communicate with students about how the exam is set-up. They need to know if they must be on a computer at a specific time or if they have a window to take a timed exam.

**Tips for Synchronous Scheduled Exams**

If you choose to have a scheduled exam during the registrar-scheduled time for your course, consider the following tips:

- Set up a 3-hour block of time for the exam. For example, if your exam is from 2-4:30 then set the exam for 2-5. This provides some buffer time for students.
- Monitor your computer during the exam time so that students can email with issues.
- Moderate the exam during this time period so that you can help students with issues in real time. You can change time limits on a quiz while it is taking place in Canvas.
- Be sure to review this guide before the exam so that you know how the moderation feature works. Have the guide handy while the exam is taking place.

**Tips for Asynchronous Timed Exams**

If you choose to deliver your final exam asynchronously, consider the following tips:

- Set a 24-48-hour window for when the exam will be available to students. This is done in Canvas by setting the available time in the exam settings (Available From/Available Until). This allows students to find a 2.5-hour block of time within their own schedule to take the exam.
  - Be sure to review this guide about setting an available time for an exam. Review the Student View section so you can provide information for students about the timed exam.
- Set a time limit on the exam so that students have 2.5 hours to complete the exam once they begin. This is done in the exam settings.
- Add a buffer of 15 minutes to the exam for students who might have technology issues.

**Academic Integrity Strategies**

Here are some suggested academic integrity strategies:

- Set the exam to automatically randomize the order of questions for each student.
- Set the exam so no student can see their results until every student has completed the exam.
- Require students to read and respond to a statement about academic integrity at the beginning of an assessment.