



FALL 2020 FINAL EXAM GUIDELINES

The changes to the Fall 2020 schedule as a result of COVID-19 include an early ending date and corresponding changes to final exam schedules. This document should serve as a quick reference on those dates as well as a guide to overall University expectations around final exams. Details of the [final exam schedule](#) as well as [grade entry deadlines and processes](#) are available on the Registrar's website.

**GRADE ENTRY DEADLINES
AND PROCESSES**

**REGISTRAR'S FALL 2020
EXAM SCHEDULE**

FULL TERM CLASSES

MWF	In person: November 16-20 (last class)*
Night and lab classes	In person: November 20 or 23 (see Registrar)
MW, T/TH and all other full-term	Online: November 30 – December 2

8WK1 CLASSES

T/TH	In person: October 1
MW	In person: October 5

8WK2 CLASSES

T/TH	In person: November 19
MW	In person: November 23

*See page 2 for information on scheduling virtual exams for face-to-face classes

Should you give a final exam?

Faculty members are **not** required to administer a final exam. Alternatives to final exams for assessment of student work (e.g., papers, projects, presentations) can and should be considered where appropriate for Fall 2020, given the complexities of administering remote examinations. Much has been written about alternatives to exams, and we encourage you to [explore these possibilities](#) as you design your classes for fall. While recognizing that in some cases exams are necessary, there are also situations in which alternatives can be used without negative impact on student learning or assessment; such strategies may even reduce academic misconduct and lead to improved outcomes. Additional resources on exams and testing can be found on the Center for Faculty Development's COVID-19 [Teaching Resources page](#).

**TIPS FOR REMOTE EXAMS
AND ALTERNATIVE
ASSESSMENTS (RUTGERS)**

**COVID-19 TEACHING
RESOURCES (CFD)**

If faculty members opt to give final assignments rather than exams, we recommend a due date of **Wednesday, December 2** or earlier. Final grades are due to the Registrar **Monday, December 7**.

How will virtual final exams be given this fall?

If you give a final this fall, chances are it will be given virtually. Only a limited number of classes will be able to have exams in person before the Thanksgiving holiday (see those listed above). All others will be administered virtually.

Virtual Exams

Virtual exams may be given via Canvas LMS or proctored. Faculty are encouraged to consider using Canvas as a first choice, because of the ease of use and scheduling. If Canvas is chosen, test design needs to be [different than a regular in-person class](#) to minimize cheating.

Proctored Exams

Students may [register for in-person proctoring](#) on-campus or at another approved proctoring site wherever they live, as long as COVID-19 allows for such sites to be open (\$10 per test through USM; variable costs at other sites).

Students can use Examity virtual proctoring through Canvas to take exams from their computer or tablet. If you use Examity, follow [best practices for instructors](#). Note that you have two primary options for Examity:

- [Live proctoring](#): Students are watched by a person remotely as they take their exam (\$15 for the first hour, \$7 for additional hours)
- [Automated proctoring](#): Students log in, show their ID, and are recorded taking their exam. You are notified of any flagged behavior. (\$6 per test)

Faculty need to decide prior to the start of the semester which options they will give students and make that clear on syllabi. If proctoring is chosen, students need at least one virtual alternative for Fall 2020.

When will virtual final exams be given?

Monday, November 30 to Wednesday, December 2.

Can in-person classes with a scheduled face-to-face exam time (i.e., MWF classes, night classes, and 8WK2 classes) choose to give a virtual exam instead of an in-person one?

Yes, as long as the policies around virtual exams are followed (see below). If administered virtually, the exams for these classes should also be given during the regularly scheduled final exam window of **November 30 to December 2**.

Why can't MW and T/TH full-semester classes give final exams during the last week before Thanksgiving?

The class meeting periods are set to meet the minimum number of contact minutes required by IHL. For the MW and T/TH classes, that minimum is not met without the final exam time scheduled post-Thanksgiving. However, if faculty would like to schedule an exam in the last in-person class before Thanksgiving then meet virtually after Thanksgiving for something other than the exam, then that is possible. One school has shared plans, for instance, to have virtual meetings after Thanksgiving for post-exam review and discussion of students' progression in their program instead of giving the exam at that time; they will instead take the exam in person prior to Thanksgiving break.

IMPORTANT POLICIES

- Details about final exam dates and format must be on the syllabus for all classes, in person and online.
- If final exams are proctored, the syllabus must list the format options (e.g, in-person, live Examity virtual proctor, and/or Examity automated proctoring), expected costs, and details on how to schedule.
- If Examity is used, students must be given the entire final exam window (**November 30 to December 2**) to schedule their exam.

14 STRATEGIES TO
REDUCE ONLINE
CHEATING (FACULTY
FOCUS)

STUDENT REGISTRATION
FOR PROCTORING

EXAMITY BEST PRACTICES
AND FAQ

LIVE PROCTORING
(EXAMITY)

AUTOMATED
PROCTORING (EXAMITY)