Recommendations for Best Practices of Remote Final Exams
Academic Sub-committee of Pandemic Preparedness Committee

Since in-person, time-limited and invigilated final exams will not be possible in the Winter 2020 semester, there is a need for alternatives to traditional final exams which uphold principles of academic integrity and quality standards. This document aims to provide recommendations for best practices of remote final exam format and submission for consideration by instructors in view of the guiding principles.

Principles

- There will be no final exams taking place on campus in April. This includes online exams with in–person or online invigilation.
- The University is committed to accommodation and fairness for students. This recognizes the wide range of conditions affecting students, e.g., academic accommodations, computer access, varying bandwidth, different time zones, COVID-19 stress.
- Faculty members may be expected to accommodate student requests if scheduling conflicts arise for final exams, i.e. more than 2 exams at one time, more than 3 in 24 hours, etc.
- Academic standards must be upheld, including relevant accreditation requirements, by ensuring that students with a passing grade are qualified to complete the course.
- Remote final exams will make best efforts to uphold academic integrity.

Exam Format

- Remote closed–book exams cannot be adequately invigilated so all take-home exams are open–book with internet access. In open–book exams, students can access their textbook, notes, assignments and solutions.
- Students should be informed of resources that are permitted for use during the exam, including access to web resources.
- Exams should be for a clearly defined time period and designed to fit that time period.
- Exams should be available in view of a 24 hour timeframe to accommodate time zone differences and other scheduling challenges that students may encounter.
- The format of the exam is not synonymous with the Brightspace tool used to administer the exams. Some exams may be in the Quiz tool, but others may use Assignments.
- Students shall not discuss a remote final exam with others. Each students should sign a declaration indicating their submission is their own and that they completed the work without contact with other students.
- The declaration must be submitted as a part of the exam. The declaration can be added as a first question in the exam or as a document that the instructor can share as a part of the assignment instructions.
- A recommended declaration is provided as follows. "All members of the Memorial University of Newfoundland community, including students, faculty, and staff, shall treat others with respect and fairness, be responsible and honest, and uphold the highest standards of academic integrity. By submitting this [exam / quiz / assignment], I unequivocally state that all work is entirely my own and does not violate Memorial

[University's Academic Integrity policy](#)."

Exam Submission

- Instructors can enter the exam into their Brightspace course site whenever it is ready, and release it to students at a particular time for a stipulated time period of the exam.
- In Assignments, the instructor can define a start and end time by setting availability requirements. This is a defined availability period, and students will not be able to submit once the submission folder closes.
- Availability is not associated with the time the student "starts" the assessment.
- Students scan / submit their exam submission to the instructor via the Assignment folder (preferred), or other means articulated by the instructor, by the end of the exam period.
- If students must scan and upload their written submissions, they should download and test their preferred app to ensure it is working prior to the exam. There are several free online apps to scan written exam pages which can be downloaded on a phone, e.g., Genius Scan, CamScanner, Microsoft Lens.
- Student response sets should be uploaded into Brightspace since this allows better administration and automated evidence of submission.
- In Quizzes, students will access and complete the assessment within the Brightspace Course Site. The instructor can define a start and end time, as well as the duration by setting availability requirements. Students will be able to start the exam at any time within the availability period – and will be permitted the allotted time to complete the exam. Students will not be able to start the quiz after the noted end time.
- Alternatively, the student can contact the instructor for further accommodations based on their individual circumstances.
- For special cases of other exam formats (such as oral or project based), the instructor should consult with the head of the academic unit for consistency across the unit.

Resources

- "How to" guides for assessment tools in Brightspace are available at CITL's Technology Resources site: https://blog.citl.mun.ca/technologyresources/brightspace-how-tos/assessment/
- Faculty members are encouraged to reach out to CITL for assistance if needed. Visit the website at: www.citl.mun.ca/support.

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