University Guidance on Exams for Spring 2020

The following exceptions to our academic regulations will be in place for the rest of the Spring 2020 semester:

1. **Exams, quizzes, or other forms of assessment for any and all courses may be given during dead week.** Low stakes assessment is encouraged for assessments taking place during dead week.

2. During finals week, for courses giving a final examination, instructors are required to offer their exam on the day their exam was originally scheduled, and must **have the exam open to their students for at least a 24-hour period** (with the window to encompass an open time at 12:00 am EST and a close time at 11:59 pm EST). The student must take the final exam within the allotted 24-hour time window (unless they have more than two exams scheduled on one day – see below) and the final exam must be designed to be completed in 2 hours.

3. In addition, from April 6th to May 1st, any timed examination or other timed assessment must also provide for a 24-hour period with the window to open at 12:00 am EST and close at 11:59 pm EST) to facilitate asynchronous student access and completion of the exam or assessment.

In keeping with our standard practice:

4. **“No student shall be required to take more than two examinations on one day.** Students scheduled for more than two final examinations on one calendar day are entitled to reschedule any examinations in excess of two. Similarly, students faced with a direct exam conflict are entitled to reschedule either examination. It is the responsibility of the student to make the necessary arrangements with the instructor for rescheduling his/her individual examination before the last week of regularly scheduled classes.” When a student does make such a request of you, please work with them to make alternative arrangements for the exam. “Course instructors shall not penalize a student who chooses to reschedule an examination under these options” (University Senate Document 90-22, March 25, 1991).

   a. **Important note for Spring 2020 finals:**

      i. The limit of two examinations in one day applies only to final exams that do not extend beyond a 24-hour window. Thus, an exam left open for more than 1 day does not count against the two examinations in one day.

5. As a reminder, **our current policy does not require an examination during finals week.** As written, “If no educational purpose will be served by any type of meeting during the 16th week because the educational objectives of the course have been achieved, a department may dismiss this class meeting during the 16th week.” Therefore, if you have covered the learning objectives of your course, delivering a final exam is not required.
Guidance on accessibility and accommodations for students with disabilities can be found at the Teaching Remotely and the Disability Resource Center sites. Should you have any questions on how to apply accommodations in a particular student/test situation, feel free to consult with the student’s Access Consultant or send an e-mail to drc@purdue.edu.

The Innovative Learning Team recommends considering alternate forms of assessment relative to standard high stakes exams – see the Teaching Remotely site or contact innovativelearningteam@purdue.edu for assistance. Please follow whatever method is most appropriate for your department or school to inform faculty of these academic regulations. Thank you for your attention to these policies – and to the well-being and academic success of our students.