

## 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 6<sup>th</sup> to May 1<sup>st</sup>, 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 16<sup>th</sup> week because the educational objectives of the course have been achieved, a department may dismiss this class meeting during the 16<sup>th</sup> 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](mailto: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](mailto: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.