



To: Graduate Faculty and Students

Fr: Amanda Bryant-Friedrich, Dean, College of Graduate Studies

Subject: **Guidelines for the Administration of Remote Written Graduate Examinations**

Date: March 30, 2020

The College of Graduate Studies (COGS) is dedicated to the successful progression towards degree completion even in the face of our current circumstances. To achieve this goal, the relaxation of several processes for graduate formal examinations and final projects has been put into place. These temporary measures are provided to allow for continued instruction of all forms during the suspension of face-to-face interactions. Written comprehensive examinations should be held remotely using technology to proctor the examination when at all possible. These guidelines apply to written exams administered solely to meet degree requirements (e.g. comprehensive exams). If at all possible, please seek alternative plans to fulfill degree requirements such as oral examinations or postponement with an associated deadline extension. If this is not possible, please be as flexible as the situation allows to accommodate students during this very stressful time. The COGS offers the following guidelines for the administration of such exams:

Faculty Examiners and Proctors: Examiners should make themselves very familiar with the technology to be used by test takers well in advance of the scheduled examination. There are several platforms that are both available to students and examiners, such as Blackboard Collaborate, Zoom or WebEx. The examiner should also make sure that students who are in need of testing accommodations have their predetermined resources available to them at the time and site of the examination. The date and time of the examination should be communicated to the student through their UTAD email or by any other means mutually agreed upon by both the examiner and the student within the timeline specified by program guidelines. A computer should be utilized which is equipped with the ability to connect to internet and with audio-input and output capability. Students should be asked to position their computer equipment so that a full view of their workspace can be monitored through their webcam during the examination and all sound can be clearly distinguished. These parameters should be verified with the student before the exam begins. Students should be required to share their screen throughout the duration of the exam. Examinations should be sent to the test taker's UTAD email early enough to make sure that it can be completely viewed without distortion. It is imperative that the examiner verifies that the student has obtained the exam and is able to view all components. A list of all allowed materials should also be included with the exam. If questions are allowed or interaction with the exam proctor, a means should be established for this communication to occur without interfering with other test takers if in a group environment. This could include email, text, Remind® (<https://www.remind.com>) or other communications means.

Students: To fulfill the requirements for your degree, the successful completion of a written examination is required. You will be notified of the time and date of this examination through your UTAD email within the time period specified in your program guidelines. If you have predetermined testing accommodations, please work with your program to be sure that those resources are available to you at the time and site of the examination. Please identify a quiet room with a table which will be available to you for the duration of the exam where you can comfortably work. You will need a computer that has a reliable internet connection, a webcam and audio-input and output capability. Please position your computer equipment so that your examiner/proctor can view your entire workspace. After you share your screen with the examiner/proctor, confirm that they are satisfied with both the visual and audio quality before the exam begins.

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If any of the above-mentioned resources are not available to you (quiet space, computer with accessories, reliable internet e.g.), please identify your program director and examiner as soon as possible to determine if your needs can be met. If this is not the case, an alternative plan should be sought to facilitate degree progression.

The exam will be sent to your UTAD email account at the specified start time. You will be required to view the exam from your computer screen. You will be required to keep your webcam and audio on throughout the duration of the exam.

When you complete your exam, you will digitally record your answers and any additional materials required by the examiner/proctor (e.g. scratch paper). You may scan or photograph each page and email all materials to the examiner/proctor.

General Guidelines: A testing situation is very stressful for all involved. Please be mindful of possible issues that could interfere with the examination and discuss these before the test day arrives. As outlined in university policy **3364-77-01**, academic dishonesty will not be tolerated. Graduate students are responsible for knowing what constitutes academic dishonesty. The reproduction and/or distribution of an examination to those for whom it is not intended is considered academic dishonesty and will be treated as such. If any questions arise during a remote examination concerning academic dishonesty, they should be addressed under the same guidelines as those followed during face to face examinations. Infractions of this policy will also be handled using the same guidance.

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