

UToledo Testing & Final Exams

UC

University Teaching Center

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Dear Faculty,

We have been getting questions about how to deliver final exams. Here is the guidance that the Provost's Office can provide at this time:

- We strongly encourage everyone to give take-home exams. If you choose this option, please give your students plenty of time to complete their exams. While you may not deliver final exams during the last week of classes (Mon. 4/27 – Fri. 5/1), you may release take-home exams after 5:00 p.m. on Friday, May 1. They cannot be due earlier than the end of your scheduled final exam slot. You may keep them open beyond that time slot, all the way to the end of final exams week, Fri. 5/8.
- The use of timed exams can be a real disadvantage to students with no or unreliable access to computers and internet. A recent student needs assessment, to which more than 4,000 students responded, indicates that 3.3% of students have no internet or only smartphone access. That means that almost 600 of our students will be critically disadvantaged by timed exams. Many others report sharing a computer with other family members. Therefore, we discourage the use of timed exams.
- If you choose to use a timed exam, you must adhere to the scheduled final exam time period assigned to your course. Please see https://www.utoledo.edu/offices/registrar/exam_schedules.html for your assigned exam schedule.
- If you choose the timed exam option, you must further provide any disability accommodation requiring extra time for these exams. Please be aware that students with disability accommodations may have multiple timed exams in one day, so these students may not be able to complete your exam at the allotted time.
- Although we support initiatives to prevent academic dishonesty, students may not have webcams required by services such as Proctor U to prevent cheating. Furthermore, we cannot impose extra costs on students to use these services, nor can UToledo provide funds to cover these costs.
- Regardless of which option you choose, you may not deliver final exams during the last week of classes (Mon. 4/27 – Fri. 5/1).

BlackBoard: [UToledo Online](#) has asked instructors who may need help using the Respondus system or other assistance loading their final exams to get in touch as soon as possible to assure that their tests are ready on time.

Creating a test in BlackBoard Learn: <http://utlv.screenstepslive.com/s/faculty/m/BlackboardLearn/c/70934>

Using Respondus Test Authoring: <http://utlv.screenstepslive.com/s/faculty/m/Respondus>

College-specific: Please make sure to check with your chair or dean for any additional guidance specific to your college or discipline.

We hope everyone is safe and well. And please accept our thanks for your efforts to ensure student success during this transition to remote instruction.