



March 30, 2020

Dear Chairs and Academic Directors

As we head into the exam period, I want to review with you a number of key points, given that this exam period is substantially different than usual.

1. As indicated in a recent memo, we are extending the period of time (to ten working days) that instructors have to submit their marks after the final exam (or equivalent). That said, if those instructors who have exams in the last week can submit their marks earlier than the end of the ten-day period, this would help in the transition to the summer term. If there are resources (for example increased TA hours) that could assist in this latter point, let Vice-Dean Undergraduate Mark Schmuckler know, and we will work with you to provide those hours.
2. For work being assigned during the exam period, the due date must be no earlier than the end date and time for the originally scheduled exam. So for example, if an exam is scheduled from 7-10 pm on April 23<sup>rd</sup>, the exam (or piece of work being assigned in lieu of the exam) can be due no earlier than 10 pm on April 23<sup>rd</sup>. It is up to the instructor's discretion when the exam or assignment is made available to students.
3. Turnitin may be used for final assessments. See <https://teaching.utoronto.ca/ed-tech/teaching-technology/turnitin/> a local U of T resource. If instructors have not previously informed the class of their use of Turnitin, instructors MUST include the following statement on their assignment: *"Normally, students will be required to submit their course assignments to [Turnitin.com](https://turnitin.com) for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their material to be included as source documents in the [Turnitin.com](https://turnitin.com) reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the [Turnitin.com](https://turnitin.com) service are described on the [Turnitin.com](https://turnitin.com) web site."*
4. Please remind instructors not to disclose final marks to students. This disclosure will be done by the Registrar's Office by way of ACORN. Not disclosing grades before the end of exams (April 25<sup>th</sup>) is critically important given the changes in course drop date and CR/NCR declaration date (also the end of exams, April 25<sup>th</sup>).
5. The electronic storage of exams is important for potential petitions and re-read requests. Departments are asked to retain the exams and submit them to the Registrar for archiving.
6. CTL remains willing and eager to assist with final exam preparation and delivery. Please ensure that any solutions can be supported by CTL.

7. Students have the right to petition for a deferred exam if they miss a final exam (or equivalent) in a course. Normally, documentation is required for such petitions. Given these extraordinary circumstances, for this exam period only, we will permit, without documentation, students to petition to defer one or more of their exams. This is intended to encompass illness or any other reason that prevents a student from completing and submitting a final exam or assessment. To exercise this option students must submit a petition to defer the exam on eService by April 25th (the last day of exams).
8. For only those students with an active request to graduate in June 2020 there will be a special provision. Those graduating students who are unable to complete a final exam or assessment may request a grade of CR for that course, provided they have completed at least 50% of the total graded work for the course (i.e. the missed final exam or assessment cannot be worth more than 50%) and have a grade of at least 50% on that work. This CR grade will be permissible for use towards program requirements and will not count towards the normal maximum of 2.0 credits as CR. To exercise this option students may submit a request on [eService](#) by April 25<sup>th</sup> (the last day of exams).
9. The [exam conflict policy](#) that requires students to notify the Registrar's Office if they 1) have a direct conflict with two exams that overlap; 2) have three consecutive exams in three consecutive time slots; or 3) have a conflicting religious observance, will be extended from March 24 to April 6. We are augmenting this policy to address problems arising from significant time zone differences and as well as the possibility of conflicting take-home exams and assignment due dates. For issues arising from time zone differences, for online exams that occur outside the normal exam hours of 9:00am to 10:00pm in a student's local time zone, we will treat these affected exams as being in conflict and the Registrar will organize alternative writing times upon request. For take-home exams or assignments, we apply the following: if a student has three take-home exams or assignments with the same due date, we will provide a 3-day extension for one of them. Students will need to request an accommodation of this nature by April 6 as noted above. This is also done on eService.

Sincerely,



**Mark A. Schmuckler**

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