



**MEMORANDUM, DCD #25, 2020-21**

To: Chairs and Academic Director  
Cc: Chairs' and Academic Director's Assistants  
From: Professor James Donaldson, Vice-Dean Recruiting, Enrolment & Student Success  
Date: 1 June 2021  
Re: **Midterms and December Exam Protocols**  
Note: For distribution broadly

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In preparation for fall course offerings and subsequent midterms and exams during the December 2021 Exam Period, faculty are advised to adhere to the following protocols.

1. Courses which are offered exclusively online may **only offer** online or remote examinations and midterms.
2. Courses which are offered exclusively in-person may offer in-class term tests and may request in-person examinations. At this time, **we cannot guarantee that requests will be granted.**
3. Courses whose in-person element(s) are only laboratory or tutorial sections may **only offer** online or remote examinations and midterms **unless** all such sections are in-person, **and** all enrolled students are required to attend this element in-person. If those conditions are met, requests for in-person examinations may be made, but at this time **we cannot guarantee that such requests will be granted.**
4. Courses with mixed delivery of lectures, with an in-person section, and parallel WebOption, or other synchronous or asynchronous remote delivery section(s), will **not generally be permitted to offer** different examinations for the in-person and remote sections. However, in some exceptional cases, a request for an in-person examination for such a course may be granted but will require a strong pedagogical argument and be contingent on public health restrictions in place at the time. An alternate examination must be available for students who are not able to attend the in-person version.

Warm regards,

**Jamie Donaldson**  
Vice-Dean Recruiting, Enrolment & Student Success