

MEMORANDUM DCD #15, 2023-24

To: Chairs, University of Toronto Scarborough
Cc: Chairs' Assistants, Departmental Business Officers,
Undergraduate Coordinators & Departmental Assistants
From: Office of the Vice-Principal Academic & Dean and Office of the Registrar
Date: 8 April 2024
Re: **Winter Exams - April 2024**
Note: For broad distribution to Winter course instructors and administrative staff

In preparation for Winter term final exams, we have provided several key points for your review. Please ensure this information is distributed to all Winter course instructors and administrative staff in your unit.

2024 Winter examination period: 12-26 April 2024
Upcoming deferred examination period: 29, 31 May and 1, 2 June 2024
Early deferred exam sittings for graduating students: 10 and 11 May 2024

Please refer to the supporting documents related to exam administration for reference and distribution:

- i. [Administration of Final Exams \[or reference\]](#)
- ii. [Conducting Final Exams \[for distribution\]](#)
- iii. [Exam Incident Report - Academic Integrity form \[for distribution\]](#)
- iv. [Exam Incident Report - Illness/Behavioural form \[for distribution\]](#)
- v. [Possession of Unauthorized Electronic Device Form \[for distribution\]](#)

A) Exam and Assessment Design

1. The Centre for Teaching & Learning (CTL) can assist with final exam, and deferred exam, preparation, and delivery. For detailed information on designing your in-person or online assessments, promoting academic integrity, and administering exams in Quercus, refer to these resources:

For assessment design: <https://uoft.me/TeachingLearning-assessment>

For exam resources: <https://uoft.me/TeachingLearning-exams>

For mock exams: <https://uoft.me/MockExam>

CTL offers 25-minute and 50-minute 1:1 virtual consultation. An ed tech can work with instructors on a variety of exam related topics, including in-person exam set-up, deferred exams, and online exam configuration. Appointments can be booked online:

<https://outlook.office365.com/owa/calendar/UTSCCentreforTeachingandLearning@utoronto.onmicrosoft.com/bookings/>

2. Online Exams: Online exams can be supported by CTL's Educational Technology Support team using various Quercus features, such as the "quiz" or "assignment" options. For instructor questions related to Quercus and its features to support online exams and final assessment please contact quercus.utsc@utoronto.ca.



3. Ouriginal is a plagiarism detection tool. To learn more about the plagiarism detection software - <https://teaching.utoronto.ca/resources/plagiarism-detection/> Instructors can email quercus.utsc@utoronto.ca for direct assistance.

For more information - [Ouriginal memo](#)

4. Instructors should plan to upload two versions of a final exam (one to be used for a deferred exam) on the Course Information System (CIS) no later than five working days prior to the scheduled date of the exam. Uploading of two final exam copies will facilitate deferred exam administration. The deferred exam version should be uploaded with the word “deferred” in the file name. Instructors who do not upload two copies are advised that they may receive very limited notification about needing an alternate deferred exam version (e.g. Less than five days before the exam sitting). Where there is no second version uploaded or received prior to a deferred exam, the original version uploaded will be used. While all instructors should plan to upload two exam versions, classes where enrolment is above 75 students have a high likelihood of having a deferred exam request and would benefit from two versions being uploaded with the initial submission.

B) IN-PERSON Exam Administration

1. If instructors experience a problem or require support during an in-person exam, contact the Exam Support Team at (416) 287-7540. They are available on campus during all in-person exams.
2. Identity Verification: Some students may choose to use a medical mask. To properly verify identity, a masked student can be asked to briefly lower their mask during the identification check. If a student refuses to lower their mask due to health concerns, they can be accompanied to a less crowded space and asked to lower their mask. If a student’s identity cannot be properly verified against their TCard, a request for a second piece of ID can be used to verify identity. The process for identifying students with face veils remains unchanged. Refer to [Conducting Final Exams](#).

3. Best Practices for Ensuring Academic Integrity in Exams

To provide students with a consistent experience as well as assist instructors and invigilators with steps to take before, during and after the exam as best practice to ensure academic integrity in exams, the following documents have been created for departments to disseminate to their faculty and to their invigilators:

[Invigilator Guide for Conducting Exams at U of T Scarborough](#)
[U of T Scarborough - Exam Classroom Slides](#)

C) ONLINE Exam Administration:

1. If students encounter technical issues during an exam, Information & Instructional Technology Services (IITS) Service Desk Staff are available. Students should contact helpdesk.utsc@utoronto.ca and/or 416-287-4357. For Quercus set-up, CTL Educational Technology Support staff are available by appointment, or by email, in preparation for the exam period at quercus.utsc@utoronto.ca. In-person technical support for students will be available in BV487 and AC200. Instructors and students can use mock exam resources to become more comfortable with the different approaches: <https://uoft.me/MockExam>



2. The use of e-proctoring is not recommended at U of T Scarborough.
3. If student identification is required for the online final examination, please inform students of the specific ID policy well in advance.
4. If a student has technical issues uploading their final exam by the deadline, they are instructed to first contact the IITS Service Desk at helpdesk.utsc.utoronto.ca or 416-287-4357. If this does not resolve their issue, they should contact the instructor via email with an unofficial copy of their exam. Faculty should use their discretion when accepting late submissions of final exams and are encouraged to be flexible whenever possible recognizing the challenges of technology.
5. If an instructor will not accept the late submission of a final exam, please keep it on file and ask the student to submit a [petition to the Office of the Registrar](#). If the student's petition is approved, the Petitions Office will then contact the instructor directly and ask for it to be graded.

D) Required Alternate Arrangements:

1. Accommodated Exams for Students Registered with AccessAbility Services

- a. Students registered with AccessAbility Services will submit their accommodation request through the Office of the Registrar. In implementing time-based accommodations for timed final exams hosted on Quercus, instructors have two options:
 - i. **Preferred option:** If they have not already done so, instructors can grant Accommodated Tests & Exams staff in the Office of the Registrar access to courses that are hosted on Quercus, and they will implement the time-based accommodations for students on behalf of faculty members. This ensures students receive their appropriate accommodations and relieves instructors from having to take on the additional administrative tasks of calculating writing time for individual students in their courses.
 - ii. If faculty members prefer to apply the accommodations on their own, five days before the final exam the Accommodated Tests & Exams team will send a list of students requiring extra-time accommodations, as well as their extra time allotment. Instructions on applying extra time and extensions on Quercus will be provided by CTL and the Accommodated Tests & Exams team.
- b. For take-home exams, students will submit any required extension requests through their Disability Consultants (DC) at AccessAbility Services, and the student's DC will reach out to faculty members to implement the extensions.
- c. Some students writing with extra time accommodations may need to start their exams earlier than the class to end by 10 PM. If students must start earlier than the class, the Office of the Registrar will ensure there is overlap between the student writing time and the class writing time, unless there is a disability-related reason for the exam to be moved to a different date and/or time entirely.



2. Exam Conflicts

- a. As is standard practice, exams are scheduled with student course enrolment considered to minimize exam timetable conflicts and to provide adequate separation of common course combinations. Take-home exams that have an extended period to complete are scheduled to avoid conflicts at the submission deadline.
- b. Conflicts can never be completely eliminated, and the exam conflict policy remains in force for this exam period. It requires students to notify the Office of the Registrar if they a) have a direct conflict with two exams that overlap (may involve exams from U of T St. George (UTSG) and U of T Mississauga (UTM); b) have three consecutive exams; or c) have a conflicting religious observance.
- c. Students were required to request consideration of exam conflicts by **21 March**.
- d. In implementing conflict resolutions for timed final exams hosted on Quercus, instructors have two options:
 - i. Instructors grant access for the Examination staff in the Office of the Registrar to the courses that are hosted on Quercus, and our office will implement the conflict resolution on behalf of the faculty. This ensures students receive their conflict resolution in time and relieves instructors from having to take on the additional administrative tasks of arranging conflict resolution time for individual students in their courses.
 - ii. If instructors prefer to handle the conflict resolution on their own, the Examination team will inform instructors with the conflict resolutions at least one week prior to the conflict date.
- e. Please note students with exam conflicts could also be registered with AccessAbility Services. The Examination Team will collaborate with the Accommodated Tests & Exams Team to provide a common conflict resolution, which resolves student's conflicts and allows them to write the exam with the appropriate accommodation.

3. Missed Exams

- a. Students are advised not to write exams if they are ill and feel that their performance will be compromised.
- b. Students have the right to petition for a deferred exam if they miss a final exam (or equivalent) in a course. Students who miss an examination will submit a petition for a deferred exam through the Office of the Registrar. For more information about missed and deferred exams-
<https://www.utsc.utoronto.ca/registrar/missing-examination>

E) Post Exam Administration:

1. Standard deadlines for submission of grades are in effect for both regular and deferred exam sittings. Please ensure that final grades are submitted no later than five business days following the



exam, the submission deadline for a take-home exam or the final day of classes for courses in which there is no final exam. If challenges will affect an instructor's ability to deliver grades on time, this should be discussed proactively with the Chair.

2. For in-person final exams, once final marks have been submitted through eMarks, instructors will then provide all written exam booklets, including scantrons and scripts, along with signed Candidate Forms to their Departmental Admins. Departmental Admins should deliver these to the Office of the Registrar, Highland Hall, Room 139A, along with the "Exam Collection Cover Sheet".
3. Electronic storage of online exams within departments is required for potential petitions and re-read requests as well as exam viewing and clerical check requests. All instructors must ensure that online exams are downloaded for archiving. For instructor guidance on the electronic archiving of exams, refer to <https://uoft.me/TeachingLearning-exams>

F) Submission of term assignments and deadlines

Instructors are reminded that they have the discretion to grant, with their Chair or Director's approval, an extension for up to one week after the last day to submit term work - <https://www.utsc.utoronto.ca/registrar/term-work>. This does not require a petition but instructors who choose to accept such a student request are also asked to request that your departmental administrative staff member notify the Office of the Registrar at records.utsc@utoronto.ca, as it may alter the date by which final grades for the course must be submitted.

Questions related to final exams can be directed to Shelby Verboven, Registrar & Assistant Dean, Strategic Enrolment Management at shelby.verboven@utoronto.ca or Naureen Nizam, Associate Registrar and Director of Systems & Operations at naureen.nizam@utoronto.ca