MEMORANDUM

To: Chairs & Academic Director

Cc: Chairs' & Academic Director's Assistants
        Departmental Business Officers
        Undergraduate Coordinators & Departmental Assistants

From: Professor Maydianne Andrade, Acting VP Dean and VD Faculty Affairs, Equity & Success
        Curtis Cole, Registrar & Assistant Dean Enrolment Management

Date: 12 August 2020

Re: Summer Exams

Dear Chairs and Academic Director,

As we head into summer exams, we want to review a number of key points, given that this exam period is substantially different than usual. Please ensure this information is distributed to all summer course instructors and administrative staff in your unit.

1.   The Centre for Teaching and Learning remains willing and eager to assist with final exam preparation and delivery. Please ensure that any exam frameworks can be supported by CTL (using Quercus "quiz" or "assignment"). For detailed information on designing your assessments, promoting academic integrity, and administering exams in Quercus - including possible exam formats and directions on using the Honour Pledge - please refer to the Academic Continuity Resources site:

https://uoft.me/AcademicContinuity (for assessment design)
https://uoft.me/AcademicContinuity-exams (exam resources)

For questions and support, contact quercus@utsc.utoronto.ca.

Turnitin may be used for final assessments in the context of online course delivery during COVID-19. See https://teaching.utoronto.ca/ed-tech/teaching-technology/turnitin/ for a local U of T resource and for conditions of use. If instructors have not previously informed the class of their use of Turnitin, they MUST include the following statement on their assignment:

"Normally, students will be required to submit their course assignments to 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 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 service are described on the Turnitin.com web site."

Students have the right to opt out of using Turnitin. If a student chooses not to submit their work through Turnitin, instructors will need to find alternative arrangements to check their work as rigorously. CTL can provide guidance when establishing these alternatives.

2. If instructors or students encounter technical issues during an exam, IITS Help Desk Staff are available at student-helpdesk@utsc.utoronto.ca and/or 416-287-4357. CTL staff are also available at quercus@utsc.utoronto.ca. In-person exam support for instructors and students will be available in BV487.

3. If an instructor encounters a situation related to academic integrity, behaviour, or illness in the context of their exam, they should complete the appropriate Exam Incident Report and submit that form to the department office: Exam Incident Report (academic integrity) or Exam Incident Report (behavior/illness)

4. Unlike the April exam period, when students were granted extraordinary extensions to the date to drop a course, defer its final exam, or declare CR/NCR in a course, summer courses were scheduled from the outset of the term to be offered online only. As a result, the normal deadlines for submission of grades are once again in effect. Please ensure that final grades are submitted not 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 COVID-related challenges will affect an instructor's ability to deliver grades on time, this should be discussed proactively with the Chair/Academic Director.

5. The electronic storage of exams within departments is important for potential petitions and re-read requests. All instructors must ensure that their exams are downloaded for archiving. For instructor guidance on the electronic archiving of exams, please refer to the exam resources section of the Academic Continuity site: https://uoft.me/AcademicContinuity-exams

6. As is standard practice, students have the right to petition for a deferred exam if they miss a final exam (or equivalent) in a course. Students are also currently permitted to self-declare an absence for COVID-19 related reasons. This declaration will be accepted as satisfactory documentation of illness. For other reasons for missing an exam, including connectivity issues, students will be required to explain the circumstances, and instructors may be asked for any corroborating observations they may be able to provide. Students in this position should be directed to the Office of the Registrar.

7. 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; b) have three consecutive exams in three consecutive time slots; or c) have a conflicting religious observance. We are once again augmenting this policy to address problems arising from significant time zone differences, as well as the possibility of conflicting take-home exam due dates.

For issues arising from time zone differences, for online exams that occur outside the hours of 7:00AM to midnight 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, we look at the submission deadline to determine a conflict with another take-home or a timed online exam. However, almost without exception we were able to schedule take-home exams such that no such conflicts were produced.

Students were required to request consideration of exam conflicts by August 4, and instructors are being informed of any time zone conflict resolutions as they are implemented. We acknowledge that in April this year many instructors were informed of resolutions very late because of the last-minute necessity to move examinations online. We do not anticipate this inconvenience this term.

8. 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:

a) 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 prevents instructors from having to take on the additional administrative tasks of calculating writing time for individual students in their courses.

b) 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.

For **take-home exams**, students will submit their extension requests through their Disability Consultants (DC) at Access*Ability* Services, and the student's DC will reach out to faculty members to implement the extensions.

Some students writing with extra time accommodations may need to start their exams earlier than the class in order to end by 11 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.

Questions related to final exams can be directed to Curtis Cole, Registrar and Assistant Dean Enrolment Management, at curtis.cole@utoronto.ca.