SP20 Final Exams: Quick tips and resources

The purpose of this document is to provide a single page of practical guidance and resources for instructors as they navigate final exams in the remote environment.

Please note that no changes have been made to UMSL final exam policies for Spring 2020. Most importantly:

- No final exams may be held outside of the final exam week. For SP20, finals begin Monday, May 11th, at 7:45 a.m. and end Friday, May 15th, at 12:15 p.m. You can find the final exam schedule here.
- Fixed-schedule exams based on regular course meeting times may not be rescheduled for another time.
- Group final exams include all sections of the course.

For information about non-standard class meeting times, conflicting final examinations, students with more than two finals in a 24-hour period, or courses that meet prior to 4:15 p.m. one day per week, please contact the Registrar’s Office.

Communicate with students

- Create a plan (e.g., when the exam will occur, what format) for your virtual final exam/project.
- Communicate your plan early and in multiple places (e.g. email, Canvas Announcements and Calendar).
- Ask students to share any specific concerns or needs (including lack of computer or WiFi) with you via email as soon as possible, but no later than 48 hours in advance.
- Share UMSL student support resources
  - Technical support: (314) 516-6034; helpdesk@umsl.edu
  - Student well-being: Well-Being Resources

Consider alternative assessments

- Eliminate the final. UMSL does not require final exams. You may eliminate the final, or make it optional based on graded assignments completed before the final exam week.
- Create a replacement assessment. These could be essays, short answers/problems, papers, PowerPoint or video presentations, etc., etc. You can find good ideas here and here. Consider using the original scheduled final end time as due date.
- Be flexible. Learning accommodations, technology problems/access, mental health issues may challenge even alternative assessment.

If you plan to give a traditional final exam

- Use Canvas. Canvas allows you to do timed exams, create question banks, randomize questions, etc. See more here and here.
- To address the equity challenge around testing at this time, we still recommend avoiding the addition of a proctoring requirement for your final exam. Unless we can offer students the option of completing a proctored exam in an in-person testing facility or in a publicly available (and open) computer lab, we cannot require all students to use any web-based proctoring solution. Please see the Learning Resource Lab (irl@umsl.edu), CTL (ctl@umsl.edu) or the Office of eLearning (keeplearning@umsystem.edu) for assistance with adjusting Canvas exam settings, crafting academic integrity statements to submit with a take-home exam, or designing an alternative assessment to an exam.

Addressing academic integrity

- Have students include a cover page that acknowledges the work submitted is their own. Please contact the CTL (ctl@umsl.edu) for assistance.
- Have students actively acknowledge the Standard of Conduct on your exam or final assignment. Studies show that this discourages academic dishonesty.
- Before finalizing exams/alternative assessments, review information on promoting academic integrity in the online environment; incorporate these strategies into final assignments and their deployment.

A reminder about technology, course design, and accessibility resources for instructors

- Tech support for instructors: (314) 516-6704; irl@umsl.edu
● Academic Technology and Instructional Design Support Hours [here](#).
● Schedule of webinars and trainings from Office of eLearning [here](#).
● Information on accessibility in the Canvas environment [here](#).