



**COVID-19 Final Exams
Full-Term and B-Term Final Exams and Proctoring
Policy for Face-to-Face Classes Meeting Online**

In response to the COVID-19 pandemic, the University has moved all face-to-face classes to online delivery. In order to better facilitate the success of students and better meet the needs of faculty during these unprecedented times, **the spring 2020 Final Exam Schedule is to be replaced by the following policies** on the design and administration of final exams and alternative assessments as well as the proctoring of those assessments. **Faculty are reminded that the work schedules of many students have changed. We ask that you be flexible in providing alternative times for those working students who are unavailable during the previously scheduled final exam period.**

1. **Faculty should still plan to conclude their courses with some activity during the final exam week to meet Standard Unit expectations to the best of their ability.** In accordance with the spring 2020 academic calendar, final exams and alternative assessments shall be administered and/or collected during the final exam period, following the final day of classes and before final grades are due to be submitted. This period for spring 2020 is Saturday, May 2 through Saturday, May 9.
2. **Proctoring of these exams and alternative assessments will not be mandated by the University,** and **faculty should not mandate paid proctoring or testing center services for courses in which proctoring has not been a requirement from the beginning of the semester.** While faculty are reminded to ensure the academic integrity of all student work, faculty are encouraged to use current University resources (e.g., Respondus, Turnitin, etc.) and alternative forms of assessment in their efforts.
3. **Faculty still have discretion in choosing the form** (multiple-choice, short answer, long answer, presentation, performance, etc.), **modality** (online exam, offline exam, digital recording, electronic file, etc.), and **resources** (open-book, closed-book, research-based, etc.), **for the exam or alternative assessment** to ensure that the course meets the goals and objectives of the curriculum even as the circumstances of delivery and evaluation may change.
4. **Faculty are granted the flexibility to adjust their previously scheduled face-to-face final exams and assessments to meet course objectives and the needs of their students.** Faculty are reminded that the work schedules of many students have changed. We ask that you be flexible in providing alternative times for those working students who are unavailable during the previously scheduled final exam period.



NORTHWESTERN STATE

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- **Synchronous Online Exams and Alternative Assessments** – Faculty may choose to use their scheduled exam period to administer a synchronous exam or alternative assessment (e.g., video or audio performance, speech, presentation, etc.). No synchronous exams shall be scheduled during other times as this may lead to conflicts with other scheduled exams.
 - **Asynchronous Online Exams and Alternative Assessments** – Faculty may choose to make their exam or alternative assessment (e.g., recorded video or audio performance, speech, presentation, etc.) available over the course of a day or days during the final exam period so that students may access and complete the exam as fits within their schedules.
 - **Final Projects/Papers without Final Exam or Alternative Assessment** – Faculty may choose to use the exam period to collect final projects and papers in lieu of a final exam or assessment.
 - **Other End-of-Course Solutions** – Faculty whose plans for the final exam period do not fit the previous categories should consult with their Department Head or Director.
5. **Faculty should notify students when and how they can expect their final exam or alternative assessments to be administered and evaluated.**
 6. **Faculty are reminded to remain responsive and flexible in working with students to ensure the successful completion of courses with regards to the grading policies established for the spring 2020 semester.**
 7. **Faculty must ensure that appropriate accommodations are provided to students who have documented disabilities.**

Students and faculty are reminded that classes that were already scheduled to take place online may continue as originally planned, though faculty may adjust the course requirements, assignments, and evaluations to better meet the changing needs of students during these challenging times within the guidelines of the above policies.

April 20, 2020; April 21, 2020