

MEMORANDUM

To: Students, Staff, and Faculty
From: Connie Mayer (Chair) in behalf of the Academic Affairs Committee (Profs. Ayers, Buffington, Cords, Haynes, and Clark; Thomas Hemstock and Joann Fitzsimmons, ex officio; Sarrinah Ahmed, Student Representative)
Re: Spring 2020 Exams
Date: April 15, 2020

The Academic Affairs Committee met several times to discuss how exams should be administered. We reviewed what other schools are doing, we sought information and feedback from the SBA and the student body, and we met with the 1L faculty members to discuss these issues. The student body was most concerned about having some flexibility to have alternative times to start and finish an exam, depending on their individual circumstances (child care issues, family health issues, time zone difference, and other issues that would make sitting for the exam at a specific time during the day not feasible). In consideration of these concerns, the 1L faculty members and the Academic Affairs Committee reached a consensus that students should be given a 24-hour window within which to take their exams. Based on that consensus, the members of the Academic Affairs Committee made the following recommendations to the faculty which were adopted by the faculty at their meeting held on April 14, 2020:

- All 1L exams will be timed exams using Canvas or TWEN. To promote consistency, 1L faculty members in each subject matter area will confer with one another and agree to the amount of time that should be allowed, but it should generally approximate the time given for the regular on-campus final examination in that subject matter area.
- 2L and 3L exams that are currently on the schedule as timed exams may remain as timed exams or may be converted by the faculty member to a take home exam or other exam type with a longer time frame for completion, as determined by the faculty member.
- All timed examinations must be given through TWEN or Canvas in order to ensure that the student only has the allotted amount of time to complete and submit the exam. Both Canvas and TWEN have a feature that allows a faculty member to set the amount of time allotted for the exam. Once the exam is opened by the student, time starts running and the student must submit the exam before the time expires or the student will be locked out of the exam.
- Because we are allowing open note/open book exams, Examsoft cannot be used because it locks students out of their computers, depriving some students of the use of their notes and/or e-books.
- Each timed exam will be given on the day the revised exam schedule indicates (see attached). To allow flexibility, students will get a 24-hour period on the scheduled day of the exam to complete and submit the exam within the time allotted. The 24-hour period shall begin at

midnight on the day of the exam and end at 11:59 p.m. on the day of the exam. For example, if Contracts were a two-hour timed exam scheduled on a Thursday, students could take and complete the exam during any two-hour time period beginning at midnight, 12:00 a.m., Eastern Standard time on Thursday and ending at 11:59 p.m. Eastern Standard time on Thursday.

- Accommodations will continue and will be administered by the Registrar's Office.
- The usual conflict rules apply and students can seek to have an exam rescheduled pursuant to those rules. In addition, students can request that an exam be rescheduled based on extraordinary circumstances.
- In accordance with our current examination rules, by submitting the examination students certify that they have not engaged in any violation of the examination rules during or relevant to the examination.