

## Clarifying Finals Week Guidelines for Undergraduate Courses

We understand that communication regarding the scheduling of final exams in this most unusual semester has been confusing. Please accept our apologies. This email is being sent to bring together and clarify the recommendations of the Office of the Provost and the Office of Learning Resources.

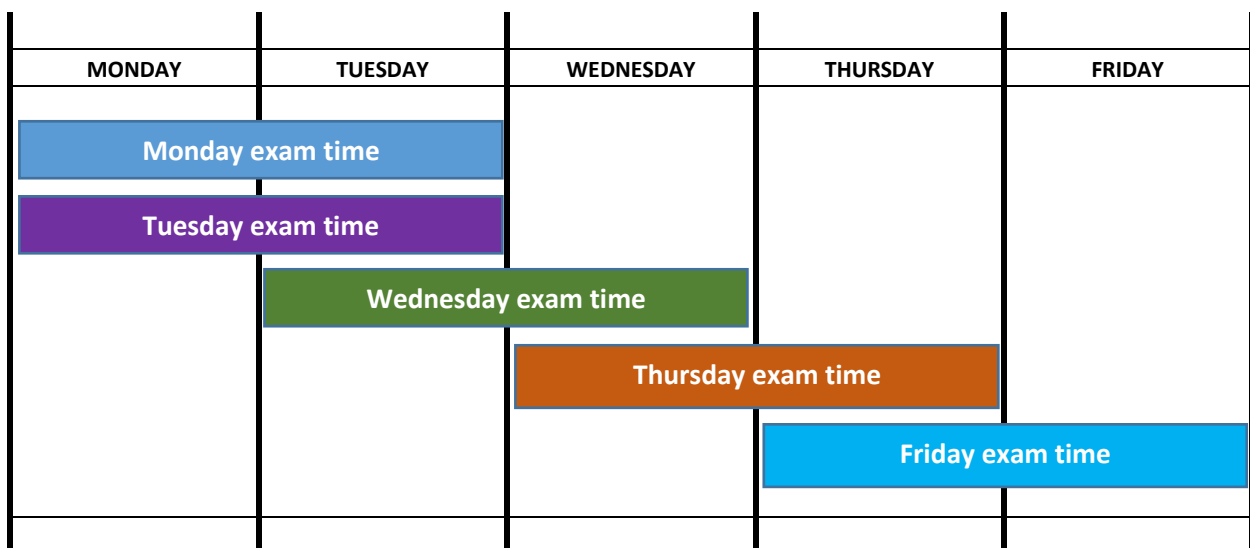
### Consider alternative methods of measuring student learning. The

[go.udayton.edu/keep-teaching](http://go.udayton.edu/keep-teaching) website contains ideas on how to assess student learning beyond the traditional format, under the tab “online assessments.” Think creatively about ways to assess learning.

The main principle we would like you to follow is: **Use the exam days established in the published final exam schedule as your guide in setting due dates for final assessments, including but not only final exams.** This will spread out requirements over several days instead of creating undue pressure for students over a short period of time. It will also establish a consistent framework for the week.

- With the exception of Monday, we suggest that all exams should be due on the day on which they are scheduled in the formal final exam schedule.
- Final exams should only take place Monday, May 4 through Friday, May 8. No final exams should take place before or after those dates.

**For timed final exams given through Isidore or other online platforms:** Given that students are in a variety of time zones or may have other circumstances that make it difficult for them to take a timed exam at the exact time of the published schedule, set up a window of 2 days (48 hours) in which the test can be accessed, then set a timer within that window for your desired test duration.



NOTES: Colored, horizontal bands = exam window. Vertical bars = midnight EDT

**Adhere to extra time for students with documented test-taking accommodations**, if using a traditional exam format. For more, see [accommodated test guidelines](#).

**Keep in mind that taking an exam online can be more time consuming than taking it in the classroom because of download/upload/connectivity issues.** Thus consider allowing an extra half hour for all students, making a 1 hour 50 minute/110 minute exam into a 2 hour 20 minute/140 minute exam. This would then become 210 minutes (1.5x) or 280 minutes (2x) for students with extended time accommodations.

**For untimed exams, papers, or projects not expected to be handed in through Isidore and not expected to take the entire week to finish:** Set the due date on the day of the published final exam day.

**If you have questions** about how to implement these guidelines, please contact the Office of Learning Resources at [disabilitytesting@udayton.edu](mailto:disabilitytesting@udayton.edu) about testing accommodations or the Office of eLearning for help with Isidore at [elarning@udayton.edu](mailto:elarning@udayton.edu).