

## FAQs Final Exams

**1. When are final exams held?**

Final exams should occur on the day and time indicated in the [Spring 2020 Final Exam Schedule](#). This schedule ensures that students do not have conflicting times for exams and/or have multiple exams on one day.

Faculty may elect to extend the submission deadline for the final exam to accommodate gaps in student access to technology and Wi-Fi. That is, the exam would start on the day/time scheduled, but the submission deadline could be extended.

**2. How can I deliver an exam online?**

Exams and quizzes can be conducted in eLearn (Moodle). eLearn allows faculty to create multiple versions of an exam and can adjust time for students needing accommodation. Information on how to do this is available through the CTE's [Teaching Continuity](#) site.

Exams can also be done as assignments in eLearn. This allows students to write their answers offline in a Word document and then upload to eLearn. This is particularly beneficial when students have challenges with accessing Wi-Fi. Further information is available on [Teaching Continuity](#)

**3. Does eLearn have the capacity to hold all the exams online?**

IT Services has increased the technical resources allocated to the eLearn environment; they have added two new servers, for a total of 5 servers, and have increased storage as well. They have been, and will continue to, monitor network bandwidth and report that we have ample resources. Technical support for eLearn is being provided from 7am to 7pm and can be accessed by emailing [ithelp@capilanou.ca](mailto:ithelp@capilanou.ca)

**4. What happens if an exam/quiz crashes in eLearn?**

There are going to be students who will have challenges with the technology. If an exam crashes or freezes in eLearn as the instructor, you can reset it for the student. Now that students are no longer on campus stable internet access cannot be assumed. These are not ideal circumstances and so we need to be flexible and accommodating.

**5. Do we have remote proctoring software?**

At this point, we do not have remote proctoring software nor do students have access to the devices and technology needed to run it.

**6. How can we discourage academic dishonesty?**

Create applied conceptual questions, increase the number of open-ended questions, and use the timing function in eLearn so that students do not have time to look up every answer. Use questions sets to randomly generate exams in eLearn, create multiple

version of exams, and limit time. Assume the exams are open book unless you have specified to students that they should not be. Research indicates that ~45 – 60 seconds is appropriate for a MC questions (longer for applied questions and/or questions that require a lot of reading). However, in these extraordinary times, a timed quiz or exam may not be the best way to achieve your learning outcomes. You may want to consider removing the time limit completely or increasing to at least 90 seconds per MC question.

**7. What are some alternatives to exams?**

A final exam could be adapted to be final written project, presentation or reflection. Looks to your learning outcomes to see how students could through alternate assessment methods meet them.

**8. Can I omit a final exam, change my assessments, or re-weight my assessments?**

You need to work with your Chairs and Coordinators and Dean for any changes to your distributed syllabi.