

## Guidance for Final Exams Spring 2020

1. In general, faculty are strongly encouraged to develop summative evaluation options that do not require a synchronous final exam. Options may include take-home and open-book or open-notes exams, final projects in lieu of exams, or similar possibilities. Any changes to the final exam (e.g., format, due date) should be communicated to students no later than 4/17/20. Changes should also be documented in the revised syllabus for the course.
2. All synchronous final exams must follow the published final exam schedule at [https://www.jmu.edu/registrar/wm\\_library/1201\\_exam\\_schedule.pdf](https://www.jmu.edu/registrar/wm_library/1201_exam_schedule.pdf).
3. Exams that can be completed during exam week at a time chosen by the student are considered take-home exams and do not need to follow the published exam schedule. This includes timed exams that can be completed at a time chosen by the student.
4. Where synchronous and/or secure final exams are necessary, faculty are encouraged to use the functions currently available within Canvas to reduce opportunities for dishonesty. These include time limitations, random item order, multiple forms of tests, quiz log, the [Respondus LockDown browser](#), and other features. For a basic description of some of the Canvas quiz features, see [https://cdn1.lib.jmu.edu/wp-content/uploads/What\\_options\\_can\\_I\\_set\\_in\\_a\\_quiz.pdf](https://cdn1.lib.jmu.edu/wp-content/uploads/What_options_can_I_set_in_a_quiz.pdf) or contact [letsupport@jmu.edu](mailto:letsupport@jmu.edu) for assistance. Students with certain approved accommodations through ODS may need different circumstances or settings. For example, some adaptive software is disabled by the Respondus LockDown browser and time limitations may have to be adjusted.
5. If your final exam is tied to your program outcomes assessment (i.e., reported as part of APT), please reach out to your CARS representative for additional guidance.
6. JMU will not provide a remote proctoring solution for Spring 2020 exams. However, we will continue to explore software, services, and other options for addressing the issue of exam proctoring in future.

### Information Related to Approved ODS Accommodations for Students

- For questions about specific accommodations on exams for students, contact ODS at [odsexam@jmu.edu](mailto:odsexam@jmu.edu).
- Instructions for setting extra time accommodations in CANVAS can be found at: <https://community.canvaslms.com/docs/DOC-13053-4152276279>.
- For additional assistance with Canvas, contact [JMU Libraries Learning Technology Services](#) by emailing [letsupport@jmu.edu](mailto:letsupport@jmu.edu).

It can also be important and helpful to have a contingency plan to reschedule or remedy problems in the event a student sees that accommodations are not in place at the appointed time for the exam.

Guidance developed by the ad hoc group reviewing remote proctoring and final exam options:  
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