

Revolutionary Approaches to Exams During a Pandemic

(with thanks to Julia for our title)

Pandemic lockdown = a new online world

Examination Service's response:

- maintain the accustomed level and quality of service, and
- expand the supports we offer to faculty and to students

The new initiatives? Mostly via MEC *(more on this later!)*

What did we carry forward with us?

The Foundation: A Coordinated Formal Exam Schedule

YES!

- We are still scheduling exams for course instructors who request them.
- And we are following the established pattern as laid out in *The Academic Year*
 - end-of-term final exams in December, April, June, and August (with the possibility of midterm exams for fall/winter courses in Dec and full summer courses in June)
 - each set of finals followed closely by a corresponding set of deferred final exams
- And as always, course instructors may not pick specific dates for their exams.

The big difference: “On Campus” is now “On Line”

- In terms of scheduling, what difference does this make?

Two differences:

1) What is included in the formal exam schedule

All exams that will be held within the formal exam period should be included in the formal scheduling process.

Because all of these exams have moved online (some with questions answered directly online, others with questions distributed and answers submitted electronically, etc), they now fit into **one** Exam Category as 'Formally Scheduled'.

Take Home exams:

The Exam Category 'Take Home' is reserved for those exams that meet **both** the normative take home criteria specified in Regulation 4.1.8 of the *Academic Regulations of the University*: "Normally, final take-home examinations in any term will be assigned on or before the last day of classes **and** are due on the last day of the official examination period." These exams are **NOT** included in the formal schedule.

2) The concept of Exam Availability: What is the timeframe for students' access to the exam questions during a Formally Scheduled exam?

Course instructors pick one of three possible patterns:

- a fixed duration
 - all students write within the same fixed period of time
- a fixed duration within a range
 - questions will be available over a range of hours or days, and students will log in at a time of their choice and then complete the exam in a fixed amount of time
- a range of time
 - questions will be available to students over a range of hours or days, and they will have access to the questions throughout the entire range

These options allow for increased flexibility that is appropriate to and useful in the online world.

- Data collection: Thanks to everyone who persevered so graciously through the challenges of collecting and recording data for the December exams. We will have a fully functional Banner form for next time! Meanwhile...any comments on what you liked or didn't like about the changes to the form so far?
- Deferred exam communications: In some situations (and we're thinking especially of deferred exams here), the amount of "prep time" leading up to the exams is very short (and getting shorter). SES usually sends messages about deferrals to departments near the end of final exam periods or very soon afterward, and typically we need a quick reply. How can we make these messages "stand out" among all the communications circulating at that time?
- Take homes: There's definitely confusion at times as to what people mean when they refer to a "take home exam". Are there any suggestions on how we might help to explain the normative definition more effectively to course instructors?

Thanks!

Questions?? And then... **Examinations**

- Any questions?
If so, please ask now!

There will be another chance to ask questions after Sandy's and Tyler's presentations, and you can also send us a message via examinations@carleton.ca

Now over to Sandy and Tyler from the McIntyre Exam Centre for a look at the truly revolutionary work that has been key to keeping everyone preparing, organizing, or writing exams afloat.

New Services from SES and MEC

cuLearn Support Services

- Accommodation Support
- Exam Building Support
- No Service Notice

Exam Support Network

e-Proctoring

cuLearn Accommodation Support

Instructors can request accommodation support to ensure PMC accommodations requirements are met for their students while writing online assessments.

In addition to PMC students we can also apply individual scheduling adjustments, including time-zone issues, as authorized by the instructor.

In-Term Tests

- Support requests must be submitted 3 working days prior to the exam

Finals and Deferred Exams

- Finals: 7 calendar days prior to the exam
- Deferred Exams: First day of classes in the next term

Submit Requests: <https://i.carleton.ca/mec/>

cuLearn Exam Building

Assist instructor with building cuLearn exams. Instructors can submit exam materials and our team will work with them to build a cuLearn test.

In-Term Tests

- Exam Materials must be submitted 6 working days prior to the exam

Finals and Deferred Exams

- Finals: 14 calendar days prior to the exam
- Deferred Exams: First day of classes in the next term

Examinations Memo with specific dates will be sent in advance of each exam period

Submit Requests: <https://i.carleton.ca/mec/>

No Service Notice

Instructors comfortable building and apply accommodations in cuLearn can notify SES of their exam details via a No Service Notice.

No Service is in regard to Exam Support Services **NOT** Exam Scheduling.

No Service Notices are valuable to ensure we can provide support to your students.

Submit A Notice: <https://i.carleton.ca/mec/>

Exam Support Network



1-877-557-2930

Emergency Toll-Free
Call Line

- Urgent exam issues and support



carleton.ca/ses/help

Exam Support Ticket
System

- Non-urgent exam support



OnlineExams@carleton.ca

Online Exams Email

- General online exam inquiries



Carleton

UNIVERSITY




Help Center / Exam Services

Exams Support

Welcome to the Exams Emergency reporting tool. Staff are monitoring these tickets during the hours that the emergency line is open (listed here), and we strive to respond as soon as possible.

Raise this request on behalf of

 Tyler Dinardo ▼

FOR EXAM IN PROGRESS

If this is about an **exam that is IN PROGRESS** and you need **immediate assistance**, please call the emergency line:

Exam-Related Emergency Toll-Free Call Line: 1-877-557-2930 (Canada – USA)

Outside Canada/US Exam Emergency: +1-613-518-2601

If you do not have access to a phone, continue submitting this ticket.


Your Role

Student ▼

Issue Type

None ▼

Date of Exam *(optional)*



If your exam is currently in progress and you need immediate assistance, please call the emergency exam line at 1-877-557-2930 (Canada/US) or +1-613-518-2601 (worldwide).

Issue Description

Exam Support Network



carleton.ca/ses/help/

Live Chat Support

- Web solution for urgent exam support coming in December

Developed to address exam integrity with online exams, was piloted over the summer.



Automated e-Proctoring
(CoMaS)



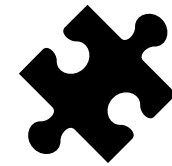
Live e-Proctoring
(BigBlueButton)

More Information: <https://carleton.ca/ses/e-proctoring/>

Thanks for Listening



Questions?



More Information: <https://carleton.ca/ses/>