

Procedures for Final Assessment for Spring 2020 Graduate Courses  
Brandeis International Business School

As in-person final exams are no longer an option for this semester, you must decide how you will complete student assessments for your classes. We encourage you to be flexible and creative in finding a solution. Please keep in mind that this is a very stressful time for our students — exams are hard enough without having to worry about the effects of the coronavirus-COVID 19. Students also may feel the need to be better informed about changes to their classes, particularly with respect to their assessment, so clear, concise communication with them will be important. Keep your TAs informed of all changes so that they can effectively communicate with the students as well.

A few other things to keep in mind as you are planning your exams:

1. Instructors should have students sign academic integrity contracts.
2. Some students may not have decent internet access on their laptops and may have to use their smartphones to do online assignments and exams.
3. Accessibility issues for students with accommodations must be taken into account.

Faculty who have scheduled a final exam (**as described in their syllabus**) for a course have the following options:

1. Provide a timed, online final exam. Instructors may need to register/schedule final exams with the Registrar to minimize the potential for conflicts. (More information on this will be forthcoming.) Please keep in mind, however, that monitoring students for cheating will be very difficult (Zoom is not designed to proctor online exams); students may have moved home and be in a different time zone so any synchronous mode of assessment may be unreasonable; and students may have uneven access to high-quality internet service.
2. Provide a timed, open-book, online final exam that can be taken asynchronously. This can be done in a number of ways - including sending the exam out via Slate (so that the time when the exam is opened is recorded), and requiring that the completed exam be uploaded to Latte no more than X hours + 10 min (for uploading time) after the opening of the exam.
3. An instructor may choose to make the final exam **OPTIONAL** if the existing assessments adequately reflect that student's achievement in the course. Students who are counting on the exam to improve their grade **must still have the option** to take a final exam. Instructors must obtain documentation (email or written) from each student who opts out of the final exam indicating that they will accept the grade based on their work without the final exam (with percentages adjusted accordingly). Do NOT simply give each student full credit for the final exam.

4. An instructor may substitute the final exam with a different form of assessment, such as an essay, take-home exam, or other method of assessment. Please ensure that no student is disadvantaged by this alternate assessment.
5. As a last resort, if no other option is viable, an instructor may cancel the final exam. Please note that difficulty in preventing academic dishonesty is not a valid reason for canceling a final exam. It is not recommended that you rely on commercial monitoring products as they are not deemed to be effective.