

Final Exam and Culminating Experience Information for Spring 2020
Faculty FAQ
Last updated May 4, 2020

As stated in Academic Senate policy [S17-1](#), all courses must have either a final exam or other culminating activity at the scheduled final examination time. If a timed synchronous final exam is planned, it must be given at the scheduled exam time to avoid schedule conflicts with other classes. If another culminating activity (e.g., take-home exam, final paper or project, presentation) is assigned, it must be due no earlier than the scheduled final exam time. Note that students have the right to request an alternative exam time if they have three or more final exams scheduled on the same day.

With the shift to remote instruction in Spring 2020, we are providing a few FAQs for additional clarification.

1. Do I have to give a final exam?

No. Every course must have a “culminating experience” due at the scheduled final exam period. This could be a timed final exam, take-home exam, final paper or project, presentation, performance, group reflection, etc.

2. Do I have to give my final exam at the scheduled time?

Yes, if you are giving a synchronous timed exam it must be given at the [scheduled](#) final exam period. Alternatively, you can choose to offer an asynchronous online exam with an extended time window (e.g., 24 hours, 48 hours) that ends no earlier than the end of your scheduled final exam period.

3. Do online exams have to be proctored? What are the proctoring options?

Proctoring is not required, but may be appropriate for certain types of exams. There are several options available for online exam security including Canvas quiz settings, live proctoring, automated proctoring, and browser lockdown. See the eCampus [Academic Integrity in Online Courses](#) page and [blog](#) for more information.

4. Can I change my final exam to a take-home format?

Yes, as long as students are given reasonable advance notice you may change the final exam format. All students in the course should be given the same option, or choice of options.

5. Can I cancel my final exam and substitute another culminating experience?

Yes, as long as students are given reasonable advance notice you may change the culminating experience. All students in the course should be given the same option, or choice of options.