

From: VPACADEMIC

Sent: March 16, 2020 6:32 PM

Subject: Guidelines for Changing Final Course Assessments

Options for Final Assessment

As a result of COVID-19, and in the interests of protecting health and safety, the University of Windsor is not holding face-to-face final examinations for the Winter 2020 semester.

Universities are adopting many alternatives to face-to-face summative assessment given the current situation, and the University is advocating for instructors to keep the following **principles** in mind when making decisions about how to proceed:

1. Keep the best interests of students in mind, and give students the best chance to succeed, given the circumstances
2. Keep the approach as technologically simple as possible
3. Think about the extent to which learning outcomes have already been assessed when making decisions on final assessments

Recommended Options, in Order of Preference:

1. A low-tech alternative assessment like an essay, exercise, or take-home exam that would be due sometime during the exam period, preferably during your exam slot.
2. Low-tech series of small quizzes or assignments due between now and four days from the end of semester.
3. Reweighting your existing assessments, to calculate a final mark, if 60% of assessments have been completed. Enabling students to opt in to (or opt out of) a final assignment or assessment is a good way to ensure that this does not disadvantage anyone, and is a recommended approach.

Instructors are still expected to deliver the remainder of the semester online even if students are opting out of the final exam. Students should be reminded that even if they opt out of a final exam, the content of the remainder of the course is critical to their overall learning and preparing for future courses.

4. A timed exam with an extended time slot to address potential challenges with technology slow-downs or glitches.

There is currently no option for proctored online exams as the two North American vendors have already indicated that they cannot guarantee service in Canada, including the one we already have a contract with. Please do not respond to third-party vendors offering examinations services as we cannot guarantee reliability, your intellectual property rights, or the security of student information from untested providers.

Making Decisions

These decisions should be made in consultation with your AAU's dean, associate dean, head, director, or a delegate identified by one of those. Please keep them in the loop. We are expecting all instructors to have communicated revised course outlines including changes to assessment methods by March 25.

You should communicate this information to your students with an accompanying revised course outline.

If you have difficulty establishing a plan, please contact your dean/associate dean/head/director or their delegate, or the Centre for Teaching and Learning, or Office of Open Learning.

Reminder: The deadline to voluntarily withdraw from a course has been extended to Friday, April 3, 2020.

Advice on Academic Continuity During Crises:

- [Disruption to Classes](#)
- [Workshops and Drop-in Sessions to Facilitate Online Preparedness for Disruptions to Classes](#)
- Drop-in CEI-1232 [Google map image](#), Enter the door with the sign '700 California' [image of entrance](#)
- Email us:
 - Ctl@uwindsor.ca
 - openlearning@uwindsor.ca

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