

# FINAL EXAMINATIONS INSTRUCTIONS FOR FACULTY AND ADJUNCT FACULTY 2020-2021 ACADEMIC YEAR REMOTE EXAMS

Students will take all 2020-2021 Academic Year Law exams remotely.

NOTE: Please refer any student seeking examination accommodations (e.g., change to date or time, deferrals, extra time, etc.) to Acting Assistant Dean, Students, Tania Astorino, [adstudents@allard.ubc.ca](mailto:adstudents@allard.ubc.ca). She will have the student prepare a written request for consideration of the Chair of the Academic Procedures Committee. The Chair's permission is required for all such requests.

1. All **exams will be completed remotely by students on the same dates and times** as set out in the exam schedules at <https://allard.ubc.ca/student-portal/registration-courses-exams/upper-year-courses-exams>.
2. The **length of the exam will be the same** as it would be should the exam have taken place as scheduled at the law school; however, students will be granted an additional 10 minutes for preparation time (e.g. to log into Canvas, download and/or print their exam questions, set up their remote work station so they can view the exam questions electronically while writing the exam, and log into Exemplify).
3. **Faculty must not offer an alternate exam** (e.g. switch from a 3 hour exam to a 12 hour take-home exam) as students have planned their schedules around the existing examination schedule.
4. Exam questions will be viewed/downloaded by students on Canvas, and students will type their exam answers in **Exemplify in unsecure mode (which will allow students to view the internet and files and applications on their computer while typing their exam answers)**. The Copy/Paste function will be disabled on Exemplify.
5. Since it will be impossible to monitor the materials students have with them while answering exam questions, all exams will be **open book**, meaning that students may refer to class notes, casebooks, other class readings, and their "CANS" (condensed annotated notes). However, students are requested not to use library books during exams.

- a. Instructors should provide the cover sheet of their exam to students at least 24 hours before the scheduled exam in order to confirm the exam format and instructions in writing for their students, since these particulars may be different than what was previously shared in the syllabus. The total exam writing time, inclusive of reading time, should be noted on the cover of the exam.
  - b. Instructors will be provided with an exam cover sheet (prepared for the remote exam situation) that they will use as a template.
6. On the exam day, Academic Services staff will distribute the exam questions to the students on Canvas and will manage the ExamSoft Exemplify computerized exam process.
7. Please send your exam in an MS Word attachment to Susan Morin, [morin@allard.ubc.ca](mailto:morin@allard.ubc.ca), and Dayna Payette, [payette@allard.ubc.ca](mailto:payette@allard.ubc.ca), by the exam submission deadline provided to you in the Examination Submission and Grades Deadlines (Spring) link on the Teaching Resources website at <https://allard.ubc.ca/staff-faculty-portal/teaching-resources>. See the Examinations Formatting Instructions also at that website.
8. Exam procedures will include the following:
  - a. All law students who have Allard Law exams will have access to a Law Exams course (e.g., Law Exams - December 2020) on Canvas.
  - b. At 8:50 am on a scheduled exam day, the exam questions for the exams that will take place that day will be made available in the Law Exams course on Canvas for students to view/download.
  - c. At 9:00 am on that day, students will begin typing their exam answers in Exemplify.
  - d. **Faculty MUST ensure that their exam questions are ERROR-FREE. It will be extremely difficult for Academic Services staff to manage an exam if students find errors in the exam questions while an exam is in progress. (Imagine 70 students finding an error in an exam and all of them emailing Academic Services staff about the error while the exam is in progress.)**
  - e. **Faculty MUST NOT draft exams that instruct their students to answer questions on the exam question document itself. All exam answers MUST be typed in Exemplify. Please keep this in mind when drafting the exam questions.**

9. After an exam ends for a course, Dayna Payette will put a copy of the students' exam answer files in a folder on OneDrive. Dayna will then email the instructor of the course a link to OneDrive. The instructor will then be able to see the folder for the course's exam containing the exam answer files for their students and a Grading Sheet. Instructors will be able to read the exam answers on OneDrive, or download and/or print the exam answer files from OneDrive.
  10. Grades submission deadlines are located in the Examination Submission and Grades Deadlines link on the on the Teaching Resources website at <https://allard.ubc.ca/staff-faculty-portal/teaching-resources>.
- Please make sure that your mailing address is up-to-date with Ankita Goyal at goyal@allard.ubc.ca.