

## FINAL EXAMINATIONS INSTRUCTIONS FOR FACULTY AND ADJUNCT FACULTY 2023-2024 EXAMS

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**Final examinations (except for take-home exams) for the 2023-2024 Academic Year will be held in-person, and the examinations will be run in secure mode using ExamSoft's Exemplify software.** (Secure mode means that students will not be able to access the internet or applications other than Exemplify on their computer while taking their exams.) Students will be provided with hard copies of the exam questions and will type their exam answers in Exemplify. Students may choose to hand-write their exams in hard copy exam answer booklets.

SUSAN MORIN (ROOM 151), PATRICIA PENAFLOIDA (ROOM 153), KATIE GARDNER (ROOM 153), KAILA MIKKELSEN (ROOM 152), AND BARBARA WANG (ROOM 150) WILL BE WORKING IN THEIR OFFICES IN ALLARD HALL DURING EXAMS.

### NOTE:

Please refer any students seeking examination accommodations (e.g. change to date or time, deferrals, extra time, etc.) to the Assistant Dean, Students, Kaila Mikkelsen, at [mikkelsen@allard.ubc.ca](mailto:mikkelsen@allard.ubc.ca), 604-822-6350. 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 approval of all such requests.

1. The Examinations Submission and Marks Deadlines are available at the [Teaching Resources website](#) and will contain details such as exam dates and times, exam and marks due dates, etc.

**Faculty are responsible for invigilating their own exams. If you are unable to invigilate your own exam, you must find another faculty member to do so. In that case, please provide Susan Morin at [morin@allard.ubc](mailto:morin@allard.ubc), Patricia Penafloida at [penafloida@allard.ubc.ca](mailto:penafloida@allard.ubc.ca), and Katie Gardner at [gardner@allard.ubc.ca](mailto:gardner@allard.ubc.ca) with the name of the faculty member who will invigilate your exam.**

**Adjunct Faculty: Teaching Assistants or graduate students will be assigned to invigilate your exams.** If you intend to invigilate your own exam, please inform Patricia, Katie, and Susan immediately. If not, but you can be reached by phone or e-mail during the exam, please inform Susan, Patricia, and Katie.

2. **Exams are due to Patricia Penafloida, Katie Gardner, and Susan Morin at least 7 working days before the exam is scheduled to be written** in order to allow sufficient time for printing and distribution. Please refer to the Examinations Submission and Marks Deadlines at the [Teaching Resources website](#) for specific deadlines. Please provide Patricia, Katie, and Susan with a *formatted* copy of your exam by e-mailing it as an MS Word .doc attachment to [penafloida@allard.ubc.ca](mailto:penafloida@allard.ubc.ca), [gardner@allard.ubc.ca](mailto:gardner@allard.ubc.ca), and [morin@allard.ubc.ca](mailto:morin@allard.ubc.ca). Do **not** submit your exam by fax. **You are responsible for proofreading your exam and ensuring that**

**it is formatted correctly and error-free.** See the Examinations Formatting Instructions at the [Teaching Resources website](#).

- 3. If you intend to allocate time for reading, it is best to add it to the time allocated for writing to avoid student confusion.** You should indicate any reading time on the cover of the exam. **Please also note on the upper right corner of the cover page of the exam any hard copy attachments that are to be provided with the exam questions to students.**
- 4.** Please take care to ensure that your instructions clearly reflect the materials that students are allowed to have with them at the examination. Keep in mind that someone else will be invigilating your exam for students who write their exams through the Centre for Accessibility and/or if you are an adjunct professor.
- 5.** After an exam ends for a course, faculty will collect any hand-written exam answer booklets from students, and Patricia Penaflorida or Katie Gardner will put a copy of the students' computerized exam answer files and a grading sheet in a folder on OneDrive for you. They will then email you the link to that OneDrive folder. (You do not need to have OneDrive to access it.) Instructors will be able to read on OneDrive the Exemplify exam answers for the students, or instructors will be able to download and/or print the exam answer files from OneDrive.
- 6.** Grades submission deadlines are located in the Examination Submission and Grades Deadlines link at the [Teaching Resources website](#).
- 7. Adjunct Faculty** - Completed exam answer booklets for the students who hand-wrote your exam will be scanned/emailed and/or couriered to your office. Exemplify exam answer files will be available to you on OneDrive (see 5 above). You can expect to receive the hand-written exam answer booklets within 48 hours. If you do not receive them, please contact or Cherry Chiu at 604-827-3602, Patricia Penaflorida at 604-827-5728, or Katie Gardner at 604-827-3429.

Please make sure that your mailing address is up-to-date with the Associate Dean's administrative assistant at [adjuncts@allard.ubc.ca](mailto:adjuncts@allard.ubc.ca).