

Date: April 20, 2020

From: Chuck Taber, Provost and Executive Vice President

To: Faculty and Staff

RE: Guidance for Final Exams and Finals Week

Dear Colleagues,

This message is in response to questions asking for guidance around the administration of final exams and projects during this unprecedented semester of moving to remote teaching, learning and advising.

The last few weeks have been truly extraordinary. The circumstances of the response to the global pandemic have required us to think differently, teach differently, advise differently, and assess differently. I am deeply grateful for the commitment of our faculty and staff to supporting our students and encouraging their success. As we approach finals week, it is more important than ever that we continue to be flexible and accommodating. Please make every effort possible to support students and encourage their successful completion of the semester.

The university will maintain the same general policies around finals week. The [final exam schedule](#) will remain the same for those choosing traditional final exams. "Dead week" will remain protected; no examinations will be given that week. Grades will be due as originally scheduled and should be submitted and approved in KSIS by Tuesday, May 19, 5 p.m.

Students' rights and expectations remain the same. Students with more than two finals scheduled on the same day may request from the instructor of the highest-level class (by course number) to take the final on a different day. Students should not be asked to take final exams or turn in final projects during dead week.

I ask that, as you consider how you will administer final exams and projects, keep in mind the following recommendations:

- Asynchronous assessment options are preferable to traditional final exams. Understand that the in-person final exam you have traditionally given may not translate well to the remote environment.
- Alternative means for assessing students' learning are encouraged. Examples could include open-book exams, summary papers and final assignments. You may assign these assessments during dead week, but they should be due during the scheduled final exam time for the course. Keep in mind that the deadline to submit grades remains.
- The [Keep Teaching website](#) offers a variety of resources for alternative assessments and best practices.

- If you want to give a timed, synchronous final, then it must be held during the finals week time slot. In addition, you must be flexible to accommodate students who might have scheduling complications, live in different time zones, or have technical issues that would prevent them from taking the exam during that specific time. The use of Canvas to administer these exams is encouraged because it accounts for time zone variations for students.

I am grateful for the tremendous effort that you have made to accommodate students and persist in delivering high quality student learning and support during these difficult times. Please continue to take care of yourselves and each other, and stay #kstatestrong.