UMC Campus Policy/Procedures for:

“Campus Final Examination Policy for Online Classes”

[The following is the overseeing University policy and the UMC procedures related to the policy. Questions should be directed to the contact(s) listed below.]

University of Minnesota Administrative Policy Link
Scheduling Examinations, Final Examination, and Study Days:
http://www.policy.umn.edu/Policies/Education/Education/EXAM.html

University of Minnesota Crookston Policy/Procedures:

Final Examination Policy for Online Classes:
Final examinations cannot be due prior to the start of the campus scheduled four-day final exam period and the exam due date must be listed in the syllabus. Asynchronous exams must provide a minimum of four days to complete. Synchronous exams must be scheduled during the campus scheduled four-day final exam period and be listed in the syllabus showing both the day and hour the exam will be given.

Frequently Asked Questions

Q: Can I provide the exam to the student prior to the campus scheduled four-day final exam period?
   Answer: Yes, but it cannot be due prior to the campus scheduled four-day final exam period and the student needs to be provided a minimum of four days to complete the exam.

Q: Do I still need to provide four days for the student to complete the exam when it is a multiple-choice test and not an essay exam?
   Answer: Yes, all asynchronous exams require that a minimum of four days be provided for the student to take the exam.

Q: If the exam is a true/false, multiple-choice, and fill-in the blank type exam, can I limit the student to a specific amount of time to complete the exam once they open it?
   Answer: Yes, you may limit the time the student has to complete the test once they open the exam (1 hour, 1.5 hours, etc.).

Forms
There are no forms associated with this policy/procedure.

Additional Contacts
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History

Approved by Faculty Assembly December 20, 2013

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