

November 22, 2021
Flexibility for Administering Fall 2021 Final Exams Remotely
Sent to Academic Senate and Academic Federation Members

Dear Colleagues,

The Academic Senate has approved a flexibility for administering fall 2021 final exams remotely. Current [Academic Senate regulations](#) allow instructors to administer final exams in class during the assigned timeslot or to assign a take-home exam. In our current circumstances, the Daily Symptom Survey may prohibit some students from attending in-class final exams due to COVID-19 illness or symptoms. The goal of the remote flexibility outlined below is to reduce the need for individual make-up exams and to aid student performance and welfare.

The following information is also posted on the Academic Senate's [COVID-19 webpage](#).

Fall 2021 Final Exams

Instructors administering in-class final exams may allow students to take these exams remotely during a course's assigned final exam timeslot. Instructors are not required to provide this option to students. If an instructor chooses to provide a remote option, the following conditions must be met:

- All students in the class must be offered the remote option.
- All students in the class must still have the option to take the exam in the assigned classroom.
- Information provided during the exam and the ability to ask questions of a TA or instructor must be the same for all students, regardless of the location of the exam.
- Exam modality (paper-based versus computer-based) must be the same for all students, regardless of the location of the exam, with the exception of students who have approved accommodations from the Student Disability Center (SDC).
- Instructors must have a plan for situations where students suddenly lose internet access from a remote location.
- If exams, given in-class or remotely, require computing equipment, instructors must alert students of those requirements in advance of the exam and provide options for students who may not have the required equipment (e.g., if a student has a desktop computer and cannot take a computer-based exam in the classroom, or if their home internet is insufficient for running exam software).

Please contact me with any questions.

Take care,
Richard

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