

Date: September 14, 2020

From: Chuck Taber, Provost and Executive Vice President

To: University Leadership, Faculty, and Staff

RE: Final Exams for Online Courses

Dear Colleagues,

There have been a number of questions about how to schedule final exams for classes that have shifted to the online format for the fall semester. Since some of these classes now have no set time or days, they will not have a space on the final exam schedule.

We have the following three possible scenarios:

1. For courses with many sections or large classes included under the “Group Examination” matrix (<https://courses.k-state.edu/fall2020/information/xam.html>), instructors can use that time period for a synchronous online/remote final exam. They do not have to use this time period if they have plans to use a different strategy, but the time frame is open if they want to use it.
2. For those who teach online classes that are not specified on the Group Examination matrix, their final exams will follow the same guidelines as Global Campus distance classes:
 - Faculty who want to hold final exams must hold them during finals week (December 7 to December 11, 2020).
 - Faculty must avoid holding synchronous exams, as each student’s final schedule will likely differ from others.
 - Instead, the final must be opened to students (e.g., in Canvas) within a specified time frame during finals week. It is recommended that students be allowed multiple days to complete the exam, assuring that all students will be able to take the final during the time frame.
 - For students who would have more than two exams scheduled on the day set for the exam, our normal exam conflict policies will apply. See <https://courses.k-state.edu/fall2020/information/xam.html> for all policies on exams and Students Examination Conflicts.
3. Similar to spring semester, faculty can opt to use an alternative assessment instead of a standard final exam.

It is important to remember that flexibility is of utmost importance in the scheduling of final exams for online classes.

If you have any questions on this guidance, you can contact Brian Niehoff (niehoff@ksu.edu), associate provost for institutional effectiveness, or Kelley Brundage (kbrundage@ksu.edu), university registrar.

Stay safe and be well.

Chuck

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Charles Taber
Provost and Executive Vice President
Professor of Political Science
Kansas State University