

## Considerations for Final Exams in Emory College

With the abrupt transition to remote teaching, many faculty will find that giving a traditional, proctored final exam virtually may not be convenient or feasible. Faculty are encouraged to think of alternative ways to assess student performance or to deliver exams.

1. **Have you considered replacing the final exam with alternative assessments?** These might include papers or essays, presentations (either synchronous or asynchronous), or small, frequent low stakes assignments.
  - a. Advantages: There is no need for proctoring.
  - b. Disadvantages: It may be very difficult in some fields to develop alternative assessments.
  - c. Requirements: No special requirements.
  
2. **Have you considered giving a take-home final?** Take-home finals should be open-book so that there is little incentive to cheat. Ideally, such finals would focus on the application of knowledge and concepts.
  - a. Advantages: There is no need for proctoring. Students can work at their own pace.
  - b. Disadvantages: Students could potentially consult with other students, but the nature of the questions may naturally limit this.
  - c. Requirements: No special requirements.
  
3. **For smaller classes, have you considered proctoring a synchronous final exam through Zoom?** As long as students have webcams, you will be able to watch as they complete the exam. Students can minimize the Zoom window so they are not distracted.
  - a. Advantages: Faculty are available to answer student questions in real time. Faculty can record the proctored session, and use it as evidence in the Honor Code process if needed.
  - b. Disadvantages: This method would not work well with classes over 20 students. It may be difficult to intervene in real time if a student is engaged in suspicious activity (apart from sending a private chat).
  - c. Requirements: Students must have a webcam.
  
4. **Have you considered using Respondus – Monitor (fully automated proctoring available through Canvas)?** Respondus – Monitor will lock down student browsers so they cannot access materials online while taking the exam. The software also records each student and monitors for suspicious movements and behavior. Faculty can then watch recordings of any students who are flagged by the service.
  - a. Advantages: The recording of exams acts as a deterrent to cheating. Faculty have the ability to watch the exam, and the recording may serve as evidence in the Honor Code process. The exam can be given synchronously so that students cannot share information with others.
  - b. Disadvantages: Faculty are not part of the administration of the exam, so they cannot answer student questions in real time. The software may flag movements that are

perfectly fine; faculty will need to spend time reviewing recordings that are flagged. Respondus does not provide live user support.

- c. Requirements: Faculty must build the exam in Canvas. Students must have a webcam and install the software on their machine. Respondus-Monitor is not compatible with Linux or Chromebooks.
5. **Last Resort: Examity Live Proctoring will be available on an extremely limited basis for large courses where alternative assessments are not feasible and there is a compelling reason for live proctors.** Examity has a finite number of spaces it can offer to our faculty, and faculty who wish to use this service must submit a request to OUE for consideration.
- a. Advantages: One proctor will watch two students taking exams. The proctor can intervene if anything suspicious happens. The proctor will red flag such instances, and the faculty can review a recording of the exam. That recording can serve as evidence in the event that the faculty suspects an Honor Code violation. Examity has live user support for faculty and students.
  - b. Disadvantages: Faculty are not part of the administration of the exam, so they cannot answer student questions in real time. Students self-schedule the exam within at least a three-day window at a time that is convenient for them. Students who take the exam early in the schedule could share information with others in the class. Because of the limited availability of Examity, exams cannot exceed 60 minutes in this deployment.
  - c. Requirements: Faculty need to set up the exam through the Canvas/Examity integration. The exam is usually built in Canvas, but there may be a little flexibility to allow for building the exam in other ways (e.g PDF). Students must have a webcam. Examity is not compatible with LINUX or Chromebooks.

NB: More information about Zoom Proctoring and Respondus-Monitor will be available through the OISP Remote Teaching Website in the coming days as we work out details.

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