

DATE: NOVEMBER 4, 2009
TO: COURSE HEADS WITH REGISTRAR-SCHEDULED FINAL EXAMS
CC: TEACHING STAFF
FROM: KARA TURNER, FAS MANAGER OF EXAMS
RE: FINAL EXAMS DECEMBER 2009
PRIORITY: HIGH

Introduction

Historically, FAS has hired proctors to administer final examinations. Beginning this fall, the course head is responsible for the proctoring of the final exam. The Exams Office will no longer provide proctors and will no longer administer final exams.

Established exam policies and procedures make certain that all students take exams in similar conditions and ensure equity in the exam process. Course staff will be responsible for familiarizing themselves with exam policies outlined in this memo and in the attached documents, as drawn from *Information for Faculty Offering Instruction in Arts and Sciences*, and for upholding these policies when administering exams.

The Exams Office will continue to set the Final Exam Schedule and book the exam locations. The Exam Schedule is now posted on the Registrar's website, <http://www.registrar.fas.harvard.edu/fasro/>. Exam locations will be posted on the Exam Schedule by mid-November.

Exam Materials and Blue Books

Each course must collect a packet of exam materials and Blue Books from November 30 through December

11. These materials will be available during business hours at the Exams Office, 20 Garden Street, Room 8, and at the General Education office, 4th Floor Holyoke Center.

If the exam does not require Blue Books, course staff should collect only the packet of exam materials. This packet will include:

- A course roster
- Attendance slips
- Restroom report
- Incident report
- A page of announcements to be read aloud to students at the beginning of the exam
- Envelope to be used if a student must leave the exam early due to illness

Instructions for using each of these materials are laid out below.

To reduce waste and to conserve resources, course staff should return unused Blue Books via interoffice University Mail to the Exams Office, 20 Garden Street, Room 8.

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Responsibilities and Tasks of Course Staff

Course staff are expected to facilitate the administration of examinations, to ensure the integrity of the examination process, and to maintain and report accurate information about the exam room and student attendance. At least one member of the course staff must be present for the entire duration of the exam.

You are encouraged to have two people present for the duration of the exam in order to respond effectively to emergencies or unforeseen situations, such as student illness or missing exam materials.

In addition, you are urged to bring a cell phone to the exam in case of emergency.

So that students hear consistent instructions at the beginning of each exam, course staff should read aloud the page of announcements provided by the Registrar's Office (included in the exam materials packet) before starting the exam.

When the exam is underway, course staff should circulate the room to be visible to students and able to answer questions. This also helps ensure that no inappropriate materials are used by students.

Each student should sign a Restroom report (included in the exam materials packet) when leaving to the exam room to use the restroom during the exam, and again when returning from the restroom. For health and safety reasons, if a student is gone for an unusual amount of time (more than 10 minutes) course staff should check on the student. The Restroom report need not be returned to the Exams Office.

Per Faculty Policy, students arriving after 30 minutes have passed may not be admitted to the exam room for any reason. Such students should be directed to speak with the appropriate Resident Dean right away and marked absent. Graduate students who arrive late should report immediately to the Exams Office, 20 Garden Street, Room 8.

No student is allowed to leave the room during the first 30 minutes of the exam. If a student cannot wait to use the restroom until 30 minutes have passed, an instructor may escort the student to the restroom.

Also, to ensure the integrity of the exam, no student is allowed to turn in their exam as complete and exit the room until 90 minutes has elapsed.

To keep the room quiet for those still working, no student should exit the room during the last 10 minutes of the exam.

Course staff should record any unusual events or circumstances during an exam on the Incident report (included in the exam materials packet). If an incident occurs during the exam, a copy of the Incident report should be returned to the Exams Office. If no incident is reported, the Incident report need not be returned to the Exams Office.

Punctuality

It is critical that exams begin and end on time. Morning exams begin at 9:00 AM and afternoon exams begin at 2:00 PM. Under Faculty policy, all FAS final exams are three hours in length.

The Division of Continuing Education holds exams in many of the same rooms beginning at 5:30 PM and again at 7:30 PM throughout the Final Exam Period, so exam rooms must be vacated without delay once the exam has ended. For morning exams, rooms are reserved from 8:30 AM to 12:45 PM. For afternoon exams, rooms are reserved beginning at 1:30 PM and ***must be vacated by 5:15 PM***. There can be no exceptions to these time patterns.

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Training

Exam training sessions for course heads, teaching staff, and interested administrators will be held as indicated below.

- Wed, Nov. 4: 2:00 PM to 3:30 PM, Emerson 105 *Note: Open to Core and Gen-Ed instructors and staff*
- Tues, Nov. 10: 9:00 AM to 10:30 AM, Harvard-Yenching Library, Room 18 *Note: Open to all departments*
- Tues, Nov. 17: 12:00 PM to 1:30 PM, CGIS S S010 *Note: Open to all departments*
- Thurs, Nov. 19: 4:00 PM to 5:30 PM, Emerson 105 *Note: Open to all departments*

Media Needs

If the exam will require media, instructors must make these arrangements directly with Science Center Lecture Multimedia Services (for exams held in the Science Center) or Media and Technology Services (for all other buildings). Instructors should make these arrangements as soon as exam locations are determined and posted on the Final Exam Schedule in early November.

To make arrangements with Science Center Lecture Multimedia Services, call (617)-495-5357 or e-mail prep@fas.harvard.edu.

To make arrangements with Media and Technology Services, complete the Media and Technology Services Equipment Request Form, <http://www.fas.harvard.edu/~ims/Forms/mtsrequest.pdf>. This form may be submitted electronically or printed and submitted by fax to 617-496-4204. Contact 617-495-9460 or mtsequip@fas.harvard.edu with any questions.

Attendance

Course staff are responsible for keeping accurate attendance records of students during each exam and for reporting absences to the Exams Office.

To record student attendance, instructors must bring the course roster and attendance slips (included in the exam materials packet) to the exam room.

Once the exam is underway, course staff should collect the signed attendance slips and check them against the course roster to determine which students are absent.

Note that, on the course roster, a notation of "OOS" will appear next to the name of any student taking the exam out of sequence (see the section "Out of Sequence Exams" below). Such students should not be marked absent, as they are taking the exam at a different time and location.

Once the exam has ended, the instructor should report absences to the Exams Office using the on-line exam attendance reporting tool. The on-line attendance reporting tool may be accessed at www.registrar.fas.harvard.edu.

The attendance slips and course roster need not be returned to the Exams Office.

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Out of Sequence Exams

Out of sequence examinations are administered to individual students or groups of students who have scheduling conflicts or who cannot take an examination with their class for a variety of reasons.

Out of sequence exams must occur within 24 hours of the exam taken by the rest of the class. The Exams Office will schedule the time, date, and location of a student's out of sequence exam taking many factors into consideration including the basis for the out of sequence exam, any necessary accommodations, the student's complete exam schedule, and room availability.

Course staff are responsible for the proctoring and administration of out of sequence exams as scheduled by the Exams Office. Instructors will receive email notification from the Exams Office if any student in the course is scheduled to take an exam out of sequence. The email notification will contain the student's name, the reason for the out of sequence exam, as well as the time, date, and location of the exam.

AEO Exams

Out of sequence exams are also scheduled for students requiring accommodations as specified by the Accessible Education Office (AEO). Accommodations for final exams are modifications to the exam or to the exam environment as necessary and appropriate for the student and ensure that the exam requirements do not discriminate or have the effect of discriminating based on ability. Potential accommodations include, but are not limited to, extended time to take the exam, the use of a computer, a room alone, the use of a reader or scribe, or the allowance of timed breaks.

Instructors are responsible for the proctoring and the administration of AEO-related out of sequence exams, as scheduled by the Exams Office, and for strictly adhering to the specific accommodations granted to the student.

The appropriate academic adjustments, or accommodations, are determined based on each student's disability and individual needs so it is not uncommon for one course to have out of sequence exams scheduled in multiple rooms or at different times.

Instructors will receive email notification from the Exams Office if any students in the course are registered with the Accessible Education Office and receive exam accommodations. The notification will contain the student's name and the time, date, and location of the exam.

Troubleshooting

Sick students: Note that, per Faculty policy, a student who is present for any part of the exam is never entitled to a makeup exam. Once a student begins an exam, he/she must complete that exam within 24 hours.

If a student becomes ill during an exam and is unable to continue the exam at that time, the instructor should send the student to University Health Services (UHS) where the student will be seen by a doctor. If the doctor feels the student is ill enough, the student will be admitted to Stillman Infirmary.

If the student is seriously ill and unable to walk to UHS, the instructor should call the Harvard University Police Department so that they may escort the student.

So that the student may resume the exam at the earliest opportunity, the instructor should send the incomplete exam with the student. To ensure the security of the exam, the instructor should place the student's unfinished exam in the envelope provided, write on the envelope the time the student stopped the exam and the balance of exam time remaining, and then seal and sign the envelope.

The instructor should then inform the Exams Office that a student has been sent to UHS. The Exams Office will contact the student's Resident Dean who will then make arrangements to administer the remainder of the exam to the student within 24

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hours, and as soon as the student is able to continue. If the student is admitted to Stillman Infirmary, he/she will complete the exam there.

If a student becomes ill during the exam and goes to UHS but is not deemed ill enough by the doctor to be admitted to Stillman Infirmary, UHS will put the student in touch with his/her Resident Dean. The student must report immediately to his/her Resident Dean's Office, taking with him/her the sealed and signed exam envelope, and finish the exam there.

If a student reports an illness within the 24 hours prior to the start of the exam, course staff should direct the student to UHS where the student may be given a makeup exam petition. Makeup exams will be administered two or three weeks into the following term.

Evidence of Cheating: If a student is suspected of cheating, the proctor should take away the notes or other unauthorized materials, move the student to a desk at the front of the room, and document the incident on the Incident report (included in the exam materials packet). The student should be allowed to complete the exam. If any problems or unusual circumstances occurred during the exam, the course staff should return the Incident report to the Exams Office as soon as possible after the exam is finished.

If other problems are encountered during the exam, instructors should refer to the Assistance sheet that will be posted prominently at the front of the exam room.

Questions and Inquiries

Contact the Exams Office at 617-495-1542 or fsexams@fas.harvard.edu with any questions.