Faculty of Arts and Science
Changes to F and Y courses that start in September 2020

Final Exam Periods replaced by Final Assessment Periods

Due to the circumstances imposed by the COVID-19 pandemic, the Faculty-administered December Final Exam Period will be replaced by an instructor-administered Final Assessment Period. For Y-courses (and those S-courses already designated as ‘online only’), the April Final Exam period will function as a Final Assessment Period.

- There will be no scheduled classes or required in-person activity during a Final Assessment Period.
- These periods may be used for final assessments such as:
  - Untimed take-home assessments (completed within an extended period)
  - Timed online tests (scheduled or completed within a specified period)
  - Other (e.g., assessments combining timed and untimed parts; oral test)
- These assessments typically are review-like or of a ‘summative’ nature. For example, they should not require students to carry out new research for an essay.
- Final assessments will be governed the same way as term work.

Scheduling of final assessments (and term tests for Y-courses occurring in the December Final Assessment Period):

- OFR/ACE will be creating a Final Assessment Schedule that will help to minimize conflicts for students.
- This schedule will be for all final assessments and term tests that have a completion ‘window’ of 48 hours or less. For these, the course syllabus should indicate a date of “To be announced” or “TBA”.
- Each scheduled slot will have designated ‘mirror’ slot that an instructor may wish to use for students in different time zones.
- For final assessments and terms tests with a completion ‘window’ longer than 48 hours, scheduling of these will be left to the instructor. This can include timed online tests (e.g., a 2-hour Quercus test to be completed anytime during a 3-day period). Scheduling considerations:
  - The final assessment or term test questions/prompt should not be provided to students prior to start of the Final Assessment Periods (Dec 11 and April 7). Note: Study guide questions can be provided earlier.
  - Where possible, refrain from making final assessments due on the last day of the Final Assessment Periods (Dec 22 and April 30), to allow for accommodations, ample time for grading, and other unforeseen concerns that may arise.

Course marking scheme requirements for F and Y courses that start in September 2020
(changes indicated in **bold**)

- There will be no Final Exam Period (as described above).
- First-year courses are not required to have a final assessment (or final exam).
- No test or combination of tests worth over 25% may be due during the last two weeks of the term.
- For F-courses, at least 10% of the students’ final grade must be returned no later than November 8. For Y-courses, at least 20% of the students’ final grade must be returned no later than January 8.
- No individual assessment may be worth more than 80%.
- Term work deadlines should be within the term (i.e., period in which classes meet prior to the Final Assessment Period), with one exception:
  - For F and Y courses that start in September 2020, instructors may set the submission deadline of one term assignment during a Final Assessment Period provided that:
    1. The course has no final assessment (or term test for Y-courses) scheduled during the Final Assessment Period.
    2. Instructors give students the term assignment details no later than the last two weeks of the term (before November 26 for F-courses and March 18 for Y-courses). Where feasible, consider providing the assignment details even earlier. This will help enable students to work in advance on assignments at this busy time of the year.