Spring 2020 Final Exam Guidance for Faculty  
School of Engineering and Applied Science  
The George Washington University

- Faculty should not schedule a final exam during the last week of classes. Faculty must use the announced exam period in the Academic Calendar to schedule final exams. (Be mindful of Middle States requirements for a 15 week semester.) If a student has more than two exams on one day, the student can speak to the faculty member to make an adjustment to the exam date, as they would in any normal semester.

- Faculty must turn in grades within 10 business days after the exam/paper is turned in. This is a variation from usual policy of 5 business days. It recognizes that faculty are juggling a lot right now. But any faculty member turning in grades later than 5 business days should notify their Department Chair.

- Faculty have two options for giving final exams:

  **Option 1:** If a faculty member wishes to administer a traditional final exam, that exam must be administered in the scheduled time period, and an alternative (and different) exam must be scheduled at a different time to accommodate the time zone difference of students taking the course.

  Faculty should be cognizant that sometimes students have connectivity problems, and that an alternative assessment or time extension may be necessary.

  Blackboard has directions on how to set up timed exams. You can reach Blackboard support here, including support on how to set up remote test proctoring through the Respondus lockdown browser. Remote test proctoring must be set up ahead of time. If you decide to use remote test proctoring, keep in mind that students have to be trained too.

  **Option 2:** Faculty can give students a *Take-Home* final exam, or final project in lieu of final exam, at the beginning of the exam period/week.

  Students can be told that the *Take-Home* final exam/project must be turned in no later than the date on which the final exam was scheduled.

  Or,

  Students can be told that the *Take-Home* final exam/project must be turned in no later than Tuesday, May 12, at 5:00 p.m. EDT. Faculty who adopt this option for the final exam/project may *not* require students to submit it before the end of the exam period, because any other date might conflict with other exams a student is taking, thus resulting in multiple exams/papers/projects due on the same date.