

Academic Integrity and the Role of the Instructor

<https://teaching.utoronto.ca/wp-content/uploads/2020/04/AI-and-Teaching-Online-Remotely-Instructor.pdf>

Final Exam – Best Practices

Include academic integrity statements in your final exams (see Appendix 1 in the PDF above). Students should explicitly be told what resources are permissible, and what resources are not, during the exam (e.g., “open book, non collaborative”).

For setting up your exam on Quercus, CTL staff are available by appointment or by email in preparation for the exam period at quercus@utsc.utoronto.ca. In-person technical support for instructors and students will be available in BV487. We strongly recommend that both instructors and students avail themselves of the mock exams available here: <https://q.utoronto.ca/courses/187560/assignments>

If you authorize AccessAbility Services to do so, then they can manually set up all accommodation windows for you once your main exam shell is completed.

If possible, set up a soft pre-exam for students prior to the formal exam date to ensure that students have some pre-exposure to the exam procedures.

Please note that time zone issues for exams will be treated as scheduling conflicts for students. If a student is in a different time zone and their final exam is scheduled outside 7:00am - midnight at their local time, they may request special arrangement on eService to reschedule the impacted exam.

Be sure to be available, or arrange for someone (i.e., a TA) to be available to respond to student issues during the exam. Relatedly, make sure that students have your (or your designate's) contact information.

If technical issues occur during an exam, IITS Help Desk Staff are available. Instructors should contact the Staff & Faculty Help Desk at servicedesk.utsc@utoronto.ca and/or 416-287-4357; students should contact the Student Help Desk at student-helpdesk@utsc.utoronto.ca and/or 416-287-4357. Hours of operation can be found here: <https://www.utsc.utoronto.ca/iits/contact>

If a student has technical issues uploading their final exam by the deadline, then they are instructed to first contact the Student Helpdesk. If this does not resolve their issue, then they should contact the instructor via email with an unofficial copy of their exam. **Faculty should use their discretion when accepting late submissions of final exams.** If a student misses an exam due to technical issues, they should contact the Registrar's Office.

If you will not accept the late submission of a final exam, you are requested to keep the exam on file and ask the student to submit a petition to the Office of the Registrar. If the student's petition is approved, then the Petitions Office will then contact the instructor directly and ask for it to be graded.

If you encounter a situation related to academic integrity, behaviour, or illness *in the context of their exam*, you should complete the appropriate Exam Incident Report and submit the forms to the Assistant to the Chair:

Academic Integrity

- see Faculty Resources page of Psychology UTSC website for the following forms

Online exams

2A - Exam Academic Offence Template – use to detail the allegation and supporting documents

2B - No Meeting: Use Exam Academic Offence Template detailing all attempts to arrange a meeting

In person exams

2A - Exam Academic Offence Template – use to detail the allegation and supporting documents

2B - No Meeting: Use Exam Academic Offence Template detailing all attempts to arrange a meeting

2C - Exam Incident Report

2D - Unauthorized Device Form

Exam Incident - behaviour or illness

- see Faculty Resources page of Psychology UTSC website for the following form

Exam Incident Registrar form