

Protect Purdue Guidance for In-Person Exams

The following guidance is offered for Residential courses where in-person exams are planned.

- The final exam schedule assumes the method of meeting of the exam (in-person or online) will be defaulted to match the modality of the course in the official schedule of classes.
 - In-person or hybrid courses will be defaulted to an in-person final exam with an assigned room and 2-hour meeting time.
 - Instructors may opt to, instead, administer an online exam or no final exam, but are asked to notify the Registrar's office (classroomsched@purdue.edu) so that students may be accurately informed and that the limited classroom space may be efficiently used.
- Academic guidelines should align with public health and safety guidelines to incentivize and support student adherence to Protect Purdue protocols.
- The handling of materials such as papers and exams adds additional points of contact, which are difficult to disinfect. Whenever possible, try to share documents electronically.
- Practice caution when sharing paper or other materials in the classroom. Considerations may include:
 - Minimize shared contact with paper or other materials (e.g., do not have students pass materials to one another).
 - Wash hands or use hand sanitizer and instruct students to do the same after handling paper or other materials shared in the classroom.
 - Quarantine paper documents collected in the classroom for 24 hours before handling them. (Guidelines for quarantining materials vary. Based on findings from the [REALM project](#), Purdue Libraries quarantines returned print materials for a 72-hour period.)
- Since Protect Purdue guidelines need to be followed during in-person instruction and exams, and some students will need to be in quarantine or isolation during the course of the semester, it is recommended that instructors also plan for either:
 - a. an equivalent online/remote alternative
 - OR
 - b. an in-person make-up assessment or exam

Scheduling and Support

- If instructors would like the **final exams** for their courses with online sections to be held the same day as their in-person sections, they can indicate this to their scheduling deputy. Note that the online and in-person sections will not have identical final exam times (online sections part of the **Online Only (OL)** catalogue will be 24 hours; online sections part of the **Residential** catalogue will be 2 hours and in-person/hybrid are 2 hours), but they can be scheduled on the same day.
- The Innovative Learning Team will provide instructors with resources and best practices for in-person and online examinations, including [Exams and Academic Integrity Considerations \[PDF\]](#).
- Consult the Disability Resource Center's [webpage on exams](#) to view some of the more frequent accommodations and ways to contact the DRC for assistance.