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:
  - an equivalent online/remote alternative
  - 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.