

Protect Purdue Guidance for In-Person Exams

Given that

- Academic guidelines should align with public health and safety guidelines to incentivize and support student adherence to Protect Purdue Health Center protocols.
- During the Fall 2019 semester, almost 40% of the evening exams were given to 150 students or more.
- The handling of materials such as papers and exams adds additional points of contact, which are difficult to disinfect.

Guidance on examinations.

1. Based on the Fall 2020 academic calendar, in-person/face-to-face instruction ends on November 24th and all Fall 2020 final exams will be delivered online.
2. The online delivery of low-stakes assessments is encouraged.
3. Documents should be shared electronically whenever possible.
4. During periods of in-person instruction, exams may be given in-person, but:
 1. must have an equivalent online/remote alternative available to allow students to quarantine/self-quarantine or isolate/self-isolate.
 2. must accommodate make-up exams for students who are ill at the time of the exam.
 3. must follow all Protect Purdue guidelines for classrooms
5. In-person evening exams can be scheduled but may be limited due to reductions in classroom capacities and availability.
6. Instructors, students, and teaching assistants should practice caution if sharing paper or other materials in the classroom. Considerations may include:
 1. Minimize shared contact with paper or other materials (e.g., do not have students pass materials to one another)
 2. Wash hands or use hand sanitizer and instruct students to do the same after handling paper or other materials shared in the classroom
 3. 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.)

Operationalizing this guidance

1. The Office of the Registrar and the Office of the Provost Teaching and Learning will communicate the guidance to academic units and instructors.
2. The Office of the Registrar will schedule the day and time of evening exams and the day of online final exams for courses using the normal [Evening and Final Exam scheduling](#) procedures.
3. The Innovative Learning Team will provide instructors with best practices for online examinations, including resources for academic rigor and integrity.