

TO: Clarkson Faculty and Staff  
FROM: Provost Robyn Hannigan  
SUBJECT: Final Exams Fall 2021

The following applies to all courses on the **Semester Calendar**:

Fall semester 2021 final exams are scheduled December 13-17<sup>th</sup>, 2021.

In the event of a delay or interruption in the final exam due to unforeseen circumstances such as technological issues or an emergency situation, the faculty member or instructional staff should communicate as quickly and succinctly as possible to their students the plans for making up or rescheduling the exam. If the Faculty/Instructional staff desires, the exam may be rescheduled on Friday, December 17<sup>th</sup> at 3:15pm or 7:00pm. Faculty are also encouraged to use these alternate times when necessary, to offer to students in need of exam accommodations arranged through the Office of Accessibility Services.

The grades will continue to be submitted in myCU(PeopleSoft) by 9:00am on December 20<sup>th</sup>.

The intent of the next sections is to provide additional information about final exams from the Registrar, The Teaching and Learning Corner and, The Office of Accessibility Services:

### **Registrar's Office**

The final exam schedule has been uploaded to your Faculty Center in myCU. If the schedule is incorrect, or you are no longer giving the exam, please contact the Registrar's office at [registrar@clarkson.edu](mailto:registrar@clarkson.edu) as soon as possible so the schedule may be corrected. Please let us know if you are no longer giving an exam so we can remove the time slot from the schedule.

### **Teaching & Learning Corner**

The TLC encourages faculty to post contact information in Moodle along with exam instructions in the event students have questions or need technical support during their exam event. [Sample post.](#)

TLC is here to help faculty:

- [Review web resources: Success with Online Assessment](#)
- Reach out for one-on-one assistance at [helpdesk@clarkson.edu](mailto:helpdesk@clarkson.edu)

### **Office of AccessAbility Services**

In recognition of upcoming final exams, OAS would like to inform faculty of possible concerns that may arise for students with accommodations. These concerns are typically mitigated by OAS to ease the burden on faculty. Questions or concerns regarding how to address these situations should be directed to [oas@clarkson.edu](mailto:oas@clarkson.edu).

- There are several potential concerns for students with **extended time exam accommodations**. Faculty will need to override the time for these students to be 2x the regular exam time (i.e. 6 hours for a typically 3 hour exam).

- Students may take up to two exams on any given final exam day, since this equates to 12 hours of exams.
- Students with back-to-back exams on their myCU exam schedule will need one of their exams rescheduled. Students are responsible for notifying instructors of these conflicts.
- Exams which are scheduled for 7pm must be manually adjusted to 5pm or another mutually agreed upon time. This allows students to finish their exam by 11pm rather than 1am.
- Students and their instructors should agree upon a new date/time if a reschedule is needed. The Academic Regulations (III-H-4) state the priority for exam conflicts.
- Students whose disability relates to mental health are likely to experience **heightened anxiety** during exams which have timed individual questions and/or do not permit forward/backward navigation between questions.
- Students whose disability relates to **too much screen time** (ex: chronic migraine, concussion, etc.) may be unable to complete exams online. An alternate option could be that students write their answers on a sheet of paper and email pictures of those responses to the instructor. Students and instructors should agree upon a method in advance if possible, but students may need to make adjustments immediately if they experience a related illness.