# **Exam Instructions Template**

**This is a template of midterm instructions. Copy and edit the instructions based on the requirements of your own assessment.** They are intended to be shared as an announcement well in advance of the related assessment, as well as included in the description of the assignment or quiz. Content that requires customization is highlighted in **red bold font, but still review all content for accuracy.**

**Exam Instructions – Must Read**

This remote, **[type of exam i.e. open-book]** examination (assessment) will be timed and comprise **[number of questions]** questions.

The assessment will be a mix of **[type of questions i.e.** **technical,** **qualitative,** **case scenario, etc.]**, covering all lectures (inclusive and cumulative) including all readings, lectures, handout material, and postings on Canvas.

The assessment will be accessible for download through Canvas at **[Time exam is released i.e. 5:30pm]** EST, completed remotely within the restricted time provided, and submitted for marking through Canvas by **[Time exam closes i.e. 7:10pm]** EST.

Students will have **[Writing Time] minutes to complete** the assessment and an additional **[Download time] minutes to download**the assessment from Canvas and **[Upload time] minutes to upload** the completed assessment back onto Canvas as well as email a back-up to their instructor - for a **total completion time of [Total Exam Time Limit] minutes**.

**[Explanation of how late submissions will be handled i.e. Late submissions will not be accepted and therefore will receive a mark of zero (nil) – no exceptions.]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Task** | When | Time |
| **Download** | Download, Save & Read Instructions | **[Time exam is released i.e. 5:30 pm]** EST | **[Time i.e. 5 minutes]** |
| **Write** | Start Writing | **[Start Writing Time i.e. 5:35 pm]** EST | **[Time i.e. 90 minutes]** |
| Stop Writing | **[Stop Writing Time i.e. 7:05 pm]** EST |
| **Upload** | Upload Response to Canvas & Email  | **[Time exam closes i.e. 7:10 pm]** EST | **[Time i.e. 5 minutes]** |
|  |  |  | **[Total Exam Time Limit i.e. 100 minutes]** |

* **STOP WRITING AT OR BEFORE [Stop Writing Time i.e. 7:05 pm] EST AND IMMEDIATELY START UPLOADING YOUR RESPONSE TO CANVAS. Canvas will NOT accept submissions ON or AFTER [Time exam closes i.e. 7:10 pm] EST.** Therefore, you must select submit in Canvas **BEFORE [Time exam closes i.e. 7:10 pm] EST**. Sending your instructor an email is **NOT** an override or substitution to the Canvas submission. Email submission are only meant to accommodate for technical issues that may arise in Canvas **WITHIN**the stipulated timeframe (i.e. before **[Time exam closes i.e. 7:10 pm]**).
* **An email submission will be considered based on the time the email is received by the instructor, not the time the email was sent by the student.**
* If you experience technical issues, first alert the instructor. If you require support, contact Schulich IS&T Helpdesk. The recommended route for emergency help is the chat feature at [itmedic.schulich.yorku.ca](https://itmedic.schulich.yorku.ca/). You can also reach the Helpdesk at (416) 736-5824.
* If you are unable to submit due to technical issues with your computer, network connection or learning tools immediately email a copy of your work to the instructor, and then complete and email a [**Technical Issues Form**](https://schulich.instructure.com/courses/3499/files/360377/download?wrap=1) to the instructor.

**Below are 3 additional information topics to highlight in exam instructions. Refer to points that apply:**

1. **An academic honesty reminder and information about the use of TurnitIn**, for example:
	* This assessment must be completed individually and independently, without help from others. You may refer to your textbook and personal notes (i.e. if it’s open-book).
	* To support academic honesty, Canvas automatically processes your submitted completed assessment through Turnitin. Any unusual similarities among student responses will be identified for further investigation.
2. **Submission Expectations,** for example:
	* Submit all answers in the word document provided. Images or PDF file submissions are not acceptable.
	* Save and label this word document using your complete legal name and student number (i.e. first name, last name, student number).
	* Upload the word document provided, with your response, to Canvas and email a back-up to your instructor by the specified required times.
3. **Expectations for how students respond to questions,** for example:
	* Make any necessary assumptions and be sure to state your assumptions in your answer. Show all calculations. A correct answer without supporting calculations will not receive full marks.