**Preparing for Final Exams at UTA**

**Frequently Asked Questions**

As we prepare to close out Spring 2020, clearly one of the most challenging semesters in our memory, we’d like to offer support and suggestions as we prepare for final exams.

**When is final exams?**

Final day of classes is May 8 and Exam Week is May 9-15.

**Can I change the date or time of my final exam?**

Changes to your final exam may create scheduling conflicts for your students. Please do not change the day or time for your final exam. Please see the Registrar’s Schedule Final Exams Schedule <https://www.uta.edu/records/calendars/2202%20Final%20Exam%20Schedule%20Spring%202020.pdf>

**What proctoring tools can I use to administer a final exam?**

The university has a number of tools available which are available through Canvas, including **Respondus Lockdown**, which locks the computer screen so students cannot look at other sites during the exam; **Respondus Monitor**, which videotapes students during an exam. HonorLock is also available to faculty in College of Science and College of Engineering. ProctorU is also available to some units but requires students to pay a fee.

**What are best practices for administering final exams during a pandemic?**

Many students have serious concerns about the lack of reliability of their internet connections and the impact of losing their connection during a proctored exam. Students, especially those who have children at home, have also reported feeling challenged to find a quiet space and uninterrupted time. We encourage to consider offering **no-tech or low-tech final exams**.

High stakes tests such as finals are also high stress tests and adding new tools or technology may exacerbate the stress level. **Offer a consistent experience using tools** and avoid introducing new technology tools for final exams. For alternatives, please contact the Center for Research, Teaching and Learning Excellence (CRTLE).

Some tools, such as Respondus Monitoring require a webcam, which some students do not have on their devices. Students without webcams can convert their smartphone cameras to webcams using the following links:

*For Androids:*[*https://www.digitalcitizen.life/turn-android-smartphone-webcam-windows*](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.digitalcitizen.life%2Fturn-android-smartphone-webcam-windows&data=02%7C01%7Cmcosio%40uta.edu%7C70fc2d061f73469a749708d7d5d26075%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637212971851546505&sdata=GFOTC%2F%2FLC2bp7IBQWhwd06y6N1bTywYzeCwp3CuLJaI%3D&reserved=0)

*For iPhones:*[*https://www.digitalcitizen.life/how-turn-iphone-ipad-webcam-windows-pc*](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.digitalcitizen.life%2Fhow-turn-iphone-ipad-webcam-windows-pc&data=02%7C01%7Cmcosio%40uta.edu%7C70fc2d061f73469a749708d7d5d26075%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637212971851556503&sdata=1Wc2CPErMldD4ix89gBfFHZmGt3szdyuBtak8Bez6%2F0%3D&reserved=0)

*Students will need to download both the application on their phone and the driver for their computer (Mac or Windows). For best results, students should plug their phones into their computers with a USB cable.*

Digital copies of exams can offer all students, particularly those with **disabilities**, opportunities to manipulate the text through their computers. Students can then enlarge print, use an electronic reader or alternative formats through Canvas’ Ally program.

**Where do I find help if I wish to discuss the format or other concerns about final exams?**

* Center for Research, Teaching and Learning Excellence (CRTLE) offers assessment workshops and resources <https://utacrtle.org/assessment/>
* CRTLE staff is available to help at <https://utacrtle.org/contact/>
* The Center for Distance Education also offers workshops and assistance from instructional designers. Please contact them at [cdesupport@uta.edu](mailto:cdesupport@uta.edu)
* **UTA Faculty Helping Faculty** Teams group is open to all faculty. Resources, tips and other information are shared through this group which includes staff from OIT, CDE and CRTLE who are ready to answer your questions.
* Contact Faculty Affairs at [facultyaffairs@uta.edu](mailto:facultyaffairs@uta.edu) for any other questions.