



Academic Outreach & Innovation

WASHINGTON STATE UNIVERSITY

MEMORANDUM

To: Academic Affairs Committee

From: Rebecca Van de Vord, Global Campus

Date: December 12, 2016

Subject: Rule Revision Academic Regulation 78 – Closed Week

Global Campus is requesting a rule revision to allow paper-proctored final exams, for classes offered through Global Campus, to be scheduled during closed week. These exams must be mailed to proctors, and then back to WSU after completion, by the proctor. Once returned, faculty need time to grade the work. Ideally, these paper exams are received by the instructor no later than the last day of finals week.

Not allowing these exams to be taken until finals week means that, in some instances, turnaround time for grading will be very short, or in the extreme the exam will not arrive back in Pullman until after grades are due. We are requesting this exemption only for those paper exams which must be mailed to a proctor and then back to WSU and the instructor, which impacts less than 5% of Global Campus classes (5 courses each fall and spring 2016).

The assignment of a paper-proctored exam is clearly spelled out in the syllabi and instructors schedule the dates during which the exams can be taken, and are located on the course schedule. For more information on paper-proctored exams please visit https://gcps.wsu.edu/for_students/onsite/Default.aspx

Decisions regarding type and scheduling of exams are made exclusively by the faculty, not Global Campus. Global Campus courses follow the same 15-week academic term as face to face courses. Paper-proctored exams continue to be assigned in courses in disciplines such as Electrical Engineering, MBIOS and Math, where it is important that the student show the work they do to answer the exam question. To date, there is not a technological solution to allow students to work through a problem, submit electronically, and not maintain a digital record of their work (which could then potentially be shared with classmates who've not yet taken the exam). Until we find a solution to this situation, paper-proctored exams will continue to be assigned. Just as in the face to face classroom, the last exam for any course may or may not be a true comprehensive final.

Current Policy:

EXAMINATIONS

78. CLOSED WEEK

No examinations or quizzes (other than laboratory examinations, make-up examinations and make-up quizzes) may be given during the last week of instruction.

Recommended:

No examinations or quizzes (other than laboratory examinations, make-up examinations and make-up quizzes) may be given during the last week of instruction. Paper-proctored exams given for Global Campus courses are exempt from this rule.