MEMO

DATE: April 23, 2020

TO: All Academic Chairs and Principals – for distribution

CC: All Deans

FROM: Sandra Gabriele, Vice-Provost, Innovation in Teaching & Learning

SUBJECT: Summer Teaching and Assessments

In preparation for the upcoming summer terms, the following memo is meant to provide some additional resources and information to help guide your preparations.

Please note: the most up-to-date version of this information will be available on C-space.

This memo includes the following sections

Teaching Online

We know the summer terms will be online. To support you in the design of your online teaching, the Centre for Teaching and Learning (CTL) has prepared a range of new resources that are geared towards getting you ready for your semester online. Some highlights include:

- Getting Started with your Online Course
- Assessment Strategies for your Online Course
- Designing Learning Activities for your Online Course
- Facilitating an Interactive Zoom Session
- Planning Online Group Work
- Delivering Engaging Online Courses

Successful online teaching involves three types of interactions:

1. interactions with you,
2. interactions between students,
3. opportunities to actively engage with the content.

How these interactions are accomplished is varied and differs within the disciplines.

Please check the CTL site regularly as resources are updated continually.

Live sessions (such as live lectures, live tutorials, etc.) have to be recorded because:

- students may be joining you from different time zones,
- students may be allophones or have a disability.
- with continuing and varied lockdown conditions around the world, your students may have limited capacity to participate fully in a live class.

Providing material in an asynchronous (recorded) manner is an *essential* accommodation that recognizes these conditions.

Consult the CTL website for further details about the core principles for online course delivery: adopt Moodle, be accessible, protect privacy and be aware of your intellectual property.

Faculty are also encouraged to add the following text to their syllabus as a reminder to students:

Content belonging to instructors shared in online courses, including, but not limited to, online lectures, course notes, and video recordings of classes remain the intellectual property of the faculty member. It may not be distributed, published or broadcast, in whole or in part, without the express permission of the faculty member. Students are also forbidden to use their own means of recording any elements of an online class or lecture without express permission of the instructor. Any unauthorized sharing of course content may constitute a breach of the

[Academic Code of Conduct](#) and/or the [Code of Rights and Responsibilities](#)

We would also like to remind you of the many electronic resources available through Concordia libraries to support online course delivery. This includes digital books, articles, chapters, videos available through the online Course Reserves service (Library ensures copyright compliance) as well as Open Textbooks and other Open Educational Resources. For more information and assistance, please visit the Library [Covid-19 faculty](#) page.

Assessments (Midterms, Exams, Tests)

Concordia's OnLine Exam (COLE) platform will be available to host your midterm and final exams for the summer terms.

COLE is an enhanced Moodle quiz tool that is designed for exam writing conditions, and includes many features to support student success.

To make the most of this platform, and its online environment, you may need to rethink the design and kinds of questions you ask in your tests.

You are encouraged to explore the various features of COLE by visiting the [main site](#) or the Moodle course about it (access "Online Exams and Alternatives" in the My Moodle Courses via the MyConcordia portal). Note that COLE can be used *with or without* proctoring software.

If you adopt COLE, devote time to walking students through the platform early in the course and point them to the [practice exam site](#). Students are free to practice the various question types as often as they wish. This site will be available as of May 4. Concordia login credentials are required.

Considerations in online assessments

Your students are in a variety of circumstances at the moment. Some are caring for dependents, who are home with them, while pursuing their studies. Others may not have reliable internet access. Others are sheltering in place with limited privacy.

In developing your assessments this term, please consider the following:

- Design your assessments so that students have a window of time to demonstrate their learning. E.g. essay questions, take-home exams, or other modes of testing that is staged over the course of a period of time (e.g. 12-48 hours)
- COLE can support academic integrity without proctoring by randomization from a bank of questions
- Use problem-solving questions that test higher-order understanding of concepts
- Rather than giving longer exams, use frequent, short testing where students will need to focus closely for a short duration. Shorter tests are easier for students to complete in circumstances where they may not have a lot of privacy or have dependents that must also care for. Please note: depending on the question type, COLE also provides *auto-grading*, much like Scantron.
- Unlike in the previous semester, changes in the breakdown of your assessments once classes have begun is to be avoided
- It is recommended that no one assessment should be worth more than 40%.
- All exams will take place online; in planning your assessments do not anticipate that we will hold in-person exams.
- While Concordia can provide an online proctoring option for your midterm and final exams, this will only be permitted with the permission of your Dean.
- In thinking about different forms of assessment, you may consider additional TA

support; if this is the case, please signal the request to your Chair who will forward the request to the Dean.

Online proctoring

Online proctoring has many challenges associated with it, including student perceptions and availability of technology.

While we will offer a tool to support proctored online exams, only under very limited conditions will online proctoring be used and doing so requires following specific protocols:

1. The use of online proctoring in any one course must be approved by the Dean. Faculty can discuss its use with their Chair and must provide a written explanation of why proctoring is needed (how it supports learning outcomes), along with a copy of their syllabus. This explanation must outline why no other evaluation method will allow a faculty member to achieve the learning outcomes for the course. Considerations connected to accreditation should be mentioned, especially if required by an accrediting body.

   The Chair will forward this documentation to the Dean by no later than **April 29** for Summer 1 & 3, and by **June 22** for Summer 2.

   The Dean will confirm the approval of the use of the online proctoring software by **May 1** for Summer 1 & 3, and by **June 26** for Summer 2.

2. If approved, faculty are required to include the language contained in the Addendum to this memo in your syllabus on the first day of class. It cannot be added after the fact. Failure to include the language means you will not be able to use the software.

3. The text included in the Addendum should be explained and discussed clearly on the first day of class. You should explain your rationale for including a proctored exam and any student unable to meet the conditions and requirements laid out in the Addendum should be advised to drop the course.
   o Advise students to speak to the Department to determine when the course will be next offered. Students should be warned that, at this moment, we are unable to advise when we will be able to provide an in-person exam format.

4. Any student writing an exam longer than 2 hours has the right to use the washroom. This is another reason to keep exams to two hours or less in duration. Faculty are encouraged to use a revised Exam Cover page that makes expectations around academic integrity explicit. This can be found on the CTL [Assessments](#) website.

5. The university-approved tool for online proctoring is Proctorio. If the use of proctoring has been approved by the Dean for your course and you wish to use an invigilation tool other than Proctorio, you must contact the CTL in order to discuss

what tools are sanctioned by the university and under what conditions. The use of any proctoring solutions other than Proctorio must be approved by the Office of the Provost. Under *no* circumstances can Zoom be used to invigilate an assessment (test, midterm, exam).

To learn more about Proctorio, please visit the Moodle course which contains videos and an instructional manual (access "Online Exams and Alternatives" in the My Moodle Courses via the MyConcordia portal). The CTL will also offer training sessions in order to determine appropriate settings for your exam and how to understand the reports that are produced.

How to use COLE for your Exam (with or without proctoring)

Catalyst will upload your exam into the system on your behalf. You must validate that the exams are properly inputted and sign off on them.

If you wish to discuss possibilities for your exam, please visit the Moodle site or be in touch with examsonline@concordia.ca.
If you wish to run a midterm and/or final on the COLE platform, (with or without proctoring), there are two steps:

1. Provide the needed information about your exam by completing this form. It is essential that we have this information so that we can adequately plan to support you fully through the process.
   Please provide this information by no later than **May 4** for Summer 1 and Summer 3 sessions; and, by no later than **June 25** for Summer 2 session.

2. When ready and by no later than the following deadlines, please upload your exams in electronic format.

Deadlines for uploading your Exam

In all cases, we will abide by the following deadlines for the submission of midterms and exams to the COLE system:

Exam in the week of	Deadline
May 11	May 1
May 18	May 4
May 25	May 11
June 1	May 18
June 8	May 25
June 15	June 1
June 22	June 8
June 29	June 15
July 6	June 22
July 13	June 29
July 20	July 6
July 27	July 13
Aug 3	July 20
Aug 10	July 27
Aug 17	Aug 3
Aug 24	Aug 10

Please note:

Only the final exam schedule will be posted on the SIS once determined by the Exams Office.

The Exams Office will collect scheduling requirements for final exams, as in previous years.

They **will not** collect the exams. Please see above for submission details.

When ready and by no later than these deadlines, please upload your exams.

Addendum

To be added to any syllabus where online proctoring has been approved and will be used:

Due to exceptional circumstances, this course will be taught and all assessments will be completely online. Given the subject matter and nature of this course, a midterm and/or a final online exam will be provided through the Concordia Online Exams (COLE) platform with **online proctoring**. More information about this may be found at the COLE website.

Please note the following with respect to online proctored exams:

- That the exam will take place during the exam period at the designated date and time set by the professor (midterm) or the Exams office (final). All exam times will be set to Eastern Standard Time.
- That your image, voice and screen activity may be recorded throughout the duration of the exam.
- That you must show your Concordia University Identification card to validate your identity. Alternative government-issued photo identification will be accepted, though it is not recommended. Only identification in English or French will be accepted.
- That the recording will be encrypted and will only be viewed by authorized university personnel (no external entity has authorization to review the recording).
- That you will be responsible for ensuring appropriate, properly functioning technology (webcam, a microphone, Chrome browser and an ability to download the Proctorio extension, as well as a reliable internet connection with a minimum of a 3G connection).
- That you should enter the virtual test site and become familiar with the software that will be used for their exam before starting the exam.
- That you will need a quiet place within which to take the exam. Earplugs or noise-cancelling headphones that are not connected to a device may also be used to allow you to focus for the duration of the exam.

Students who are unable to write an exam because they are unable to meet the above conditions and requirements **are advised that they will need to drop the course**. More information can be provided on the next offering of this course by consulting the Department. Students are advised that the drop deadline (DNE) for this course is *[NTD: Insert appropriate date - May 11 for Summer 1&3 sessions and July 2 for the Summer 2 session]*. Students who require additional accommodations for their exams due to a documented disability should contact the Access Centre for Students with Disabilities *[NTD: how?]* as soon as possible.

If you face issues during the exam, you should inform your professor of those issues immediately. Please note that there are in-exam supports you should spend time getting to know. Visit the COLE website for more information.