3. Test Information for XXX

Exam details

Please provide Student Accessibility and Achievement with additional details regarding your upcoming test/exam.

* Please select the format of your upcoming test/exam:

○ In-person   ⟶   Choisissez cette option pour les examens sur papier.

○ In-person with online component   ⟶   Choisissez cette option pour les examens sur myCourses/ LearningBranch/Bongo.

○ Virtual

○ ~~AMLF lab/Computer lab (in-person)~~ ⟶ Cette option n'est plus celle par défaut

○ OSCE (in-person)

○ ANAT lab/Bell ringer (in-person)

○ Timed take-home assessment

○ Take home exam (48 hours or more)

○ Accessibly-designed assessment (time-based accommodations do not apply)

○ Other (please specify below)

If other, please specify

```
                                                              
                                                              
                                                              
```

Definitions

In-person:

Students will take the test/exam on campus (e.g., McGill classroom).

In-person with online component:

Students will take the test/exam in-person and will use a personal electronic device (e.g., myCourses test/exam held in class on laptops).

Virtual:

Students will take the test/exam remotely (e.g., at home).

AMLF lab/Computer lab (in-person):

Students will take the test/exam in a McGill computer lab (e.g., at the AMLF lab).

Timed take-home assessment:

Students have a timed assessment that is available to them over a window of time. Ex. a 3-hour exam that student can access between 9:00am Monday and 11:59pm Friday.

Take-home exam (48 hours or more):

Students have 48 hours or more to complete assessment. *Time-based accommodations do not apply to take-home exams.

Accessibly-designed assessment (time-based accommodations do not apply):

All students are provided 100% additional time. Ex. the expected exam duration is 3 hours and all students are provided 6 hours. This information must be communicated to students in the course syllabus. Time-based accommodations do not apply, however other accommodations may still be applicable.

Exam duration:

Actual assessment duration of exam (i.e., the time that students will spend taking the exam). This duration does not include time-based accommodations

Exam window:

Duration during which students can access the exam (e.g., students can log in anytime during 24 hour window)

Sequestering

Students taking exams with our office may be scheduled to start earlier than the rest of their class. As a result, students may need to stay sequestered to ensure exam security is maintained across campus. While sequestered, students remain supervised and are not permitted access to electronic devices.

The sequestering time should align with the latest time that you will allow students to arrive and still take the test/exam.

* In the event that students are done taking their test/exam early or have an early start time, is sequestering required?:

○ Yes

○ No

○ Not applicable (virtual)

If Yes, please specify the time students should remain sequestered until:

⌄

Midterms: A general rule of thumb is that students not permitted to leave until 30 minutes after the class has started the test/exam. If a time is not specified above, this rule will be applied.

Final Exams: For Final Exams, students are not permitted to leave an exam until one hour past the start time of the exam, as posted on the **final exam schedule**.

Contact details

All instructors must leave a phone where we can reach you the day of the exam. Your contact details will not be shared with students. All calls are managed by Exam Center staff or Exam Coordinators.

* Contact number →   Entrez un numéro de téléphone si vous serez disponible pendant les examens pour répondre aux questions des étudiants. Si vous n'êtes pas joignable par téléphone, veuillez ajouter une adresse courriel pour répondre aux questions.

[   ]

Exam delivery

Please let us know if you prefer the completed exams to be delivered (downtown campus only) or held for pick up:

* Please note that delivery is not available during the summer. Exams marked for pick-up will be available as of 9:00 AM the next business day. :

○ Deliver

○ Pick-up

○ Not applicable

If another individual (e.g., TA) will be picking up the exam, please share their full name below:

Please specify if another individual (e.g., TA) will be picking up the exam

[   ]

Exam Format

Select the desired page size:

☐ Letter size paper (8.5x11)

☐ Legal size paper (8.5x14)

In an effort to support sustainability at McGill, all exams will be printed double-sided by default.

☐ Single sided

☐ Double sided

Exam should be printed (select all that apply):

☐ Black and white

☐ Colour (please provide a FOAPAL)

☐ Not applicable

Number of Pages/Exam:

[   ]

If you selected color printing, please provide a FOAPAL (you will be charged the going uPrint rate)

If a FOAPAL is not provided, your exam will be printed in Black and White.

FOAPAL

[   ]

Students should answer (select all that apply):

☐ On Exam Itself

☐ On McGill Examination Booklet

☐ On Scantron

☐ Online platform (e.g., myCourses)

☐ Other (please specify below)

If other, please specify

[   ]

Additional specifications:

* Are there additional specifications that apply to this test/exam (see list below)?

○ Yes ————————> Choisissez « oui » pour ajouter des logiciels et des pages Web (ex. Antidote/dictionnaires).

○ No

○ Not applicable (virtual)

If yes, select all specifications that apply to this test/exam:

☐
 Additional handouts (e.g., formula sheet, data table, reading materials, etc.)

☐ Crowdmark

☐ Audio component (e.g., listening activity)

☐ Video component   Choisissez cette option si votre examen comporte une épreuve orale (par exemple, un enregistrement vocal ou un exercice de compréhension orale).

☐ Visual component (e.g., slides)

☐ Oral component (e.g., student must record an answer)

☐ Computer-based component (e.g., myCourses)

☐ Internet access required*

☐ Special software required (e.g, Examplify, Speedwell)*

*If there is a password that students will need to access the online exam, please enter it below:

Password to start the exam: $\longrightarrow$ Mot de passe pour les quiz sur myCourses.

Password to end the exam:

If there is any other specific parameters or instructions pertaining to the information above, please share below: (e.g., paper size, students will listen to audio two times, etc.)

S'il y a des applications spécifiques que vos étudiant·e·s devront utiliser, veuillez les préciser ici.

Permitted materials

Please provide details on what materials are permitted during the assessment.

* Can all students in the course use dictionaries?:

○ Yes

○ No

○ Translation only

* *Some students registered with SAA face language-related barriers and have been granted the use of a dictionary as part of their academic accommodations, provided it does not compromise the nature of the assessment. Would the use of a dictionary be permitted for this assessment under those conditions?:

○ Yes

○ No

○ Translation only

* Can all students in the course use a calculator?:

○ Yes

○ No

○ Non-programmable only

* *Some students registered with SAA experience numeracy-related barriers and have been approved to use a calculator as part of their academic accommodations, provided it does not compromise the nature of the assessment. Would the use of a calculator be permitted for this assessment under those conditions?:

○ Yes

○ No

○ Non-programmable only

Scrap Paper:

At the end of the exam, scrap paper should be:

○ Collected and returned with exam

○ Collected and securely destroyed

○ Kept by students

○ Not applicable

* Student Notes:

○ No notes permitted (closed book)

○ Crib sheet(s)/Formula sheet(s)

○ Open book (paper notes only)

○ Open book (digital notes permitted; no internet)

○ Open book (digital notes and internet permitted)

Please include details of any specific parameters pertaining to student notes (e.g., handwritten or typed; paper size; digital notes; Internet permitted)

At the end of the exam, student notes should be:

○ Collected and returned with exam

○ Collected and securely destroyed

○ Kept by students

○ Not applicable

Please include any further specifications or instructions pertaining to the information above.

Core competencies of assessment

* Please indicate which (if any) of the following are core competencies that are being assessed on this test/exam: :

○ Spelling

○ Grammar

○ Spelling AND Grammar

○ Not applicable

*Why do we ask this? Some students who are registered with our office have access to assistive technology as part of their accommodation plan. This information will help us to implement the student's authorized accommodations, while ensuring that the accommodations do not undermine the core competencies that are being assessed.

Additional Comments or Instructions

Please indicate any specific instructions or comments related to the administration of this exam below. If no additional instructions are needed, you may leave this blank

Previous   Next   Cancel