

From: [Office of the MSU Provost](#)
Subject: Final Exams
Date: Wednesday, April 15, 2020 11:28:22 AM
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MONTANA
STATE UNIVERSITY

Office of the Provost

Dear Colleagues,

This message is in response to questions asking for guidance around the administration of final exams and projects, especially around format, due dates and timing. In this unprecedented semester we appreciate that you are thinking ahead about how to administer final exams.

If faculty are giving a typical, timed final exam, it should be given on the **day the final exam was originally scheduled**. Because of the change in delivery for many courses from face-to-face to remote, we encourage faculty to provide an extended window of opportunity for students to take the exam to allow students maximum flexibility.

For example you might consider, if appropriate, making the exam available for 24 hours and allow students to identify the 2-3 hour window in which they will complete the exam. If you need assistance in setting up Brightspace (D2L) features to allow this, please visit http://www.montana.edu/ecat/help/instructor_tutorials/quizzes/ or email ecat@montana.edu. If you have not given assessments from within D2L before, please ensure you attend training so that you don't inadvertently limit students' opportunities for success.

If you are planning to provide an alternative assessment; e.g., take-home exam, paper, project, or presentation, you are encouraged to provide guidelines for the alternative assessment at least two weeks in advance of the due date. Faculty have the flexibility to set the due date for alternative assessments and it is not necessary for these deadlines to adhere to the published exam schedule. We ask faculty to be as flexible as possible and to be aware of the full scope of assignments and exams that students are managing throughout the final exam week.

As a reminder, the final exam schedule is available at:
<http://www.montana.edu/registrar/Schedules.html>

Final grades are due 48 hours after the scheduled course final. Regardless of the final assessment format, it is important that all grades are submitted through *MyInfo* by 12:00 noon on Monday, May 11. Please submit grades as soon as grading is complete but no later than Monday at noon.

I am grateful for the remarkable effort that you have made to accommodate students and student learning during these difficult times. Thank you.

Stay well and please take care of yourself.

Best regards,

A handwritten signature in blue ink that reads "Bob".

Dr. Robert L. Mokwa | Executive Vice President and Provost

Montana State University

Tel. 406-994-4371

Office of the Executive Vice President for Academic Affairs and Provost
Montana Hall | P.O. Box 172560 | Bozeman, MT 59717-2560
www.montana.edu | provost@montana.edu | 406-994-4371