



## Los Angeles, CA

### Examination Administration Contingency Plan

**Administrative policy approved October 11, 2023.**

**Revision history:** Edited May 2024 to address online, remote examinations; May 2024 edits are effective as of August 1, 2024; revised November 2024 to add references to Examplify for fully online courses.

**Related policies:** Examination Admi

The plan is subject to change based on the specific nature of the emergency, Southwestern's technological ability to communicate with students, guidance from government officials or the third party platform provider or for other unforeseen reasons. If Southwestern deviates from the plan below, Southwestern's decisions will consider factors such as examination integrity, the course professor's input, fairness and equity to impacted students, when the examination will occur in relation to the start of the emergency, the anticipated length of the emergency, and potential impact on subsequent examinations, if any, in the examination period.

This policy applies to midterm examinations, final examinations, and other assessments scheduled through the Registrar's Office.

**B. Communicating Under This Policy**

If Southwestern activates this plan, an appropriate member of the senior leadership team

students to complete their examinations remotely. If a device is not available, Southwestern will work with each impacted student to develop an equitable solution.

**3. Exemplify is unavailable and Southwestern's campus is closed due to an emergency**

If Exemplify is unavailable and Southwestern's campus is closed due to an emergency, all students will complete their examinations remotely. The examination will be administered as an open-book, open-note take-home examination. The administration will follow the process outlined in Section C.

A professor may change the examination's composition from that previously announced to the class (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer multiple-choice questions) and impose a word or page limit.

For students who complete examinations on Southwestern-

## **1. ProctorU is unavailable**

If ProctorU is not available, students will complete their examinations using Exemplify with ExamID and ExamMonitor. Southwestern may also make any of the following accommodations:

Southwestern may work with the professor to change the examination's composition (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer multiple-choice questions) or may convert the examination, reschedule the examination, or take other steps that are fair and equitable to those who may have already taken the examination and those who must still take the examination.

The examination may be administered as an open-book, open-note take-home examination. "Take-home" means an examination is not proctored. The examination will become available on Canvas, Southwestern's Learning Management System, at the regularly scheduled examination time and will be available for the originally planned duration (e.g., three hours).

## **2. Exemplify is unavailable**

If Exemplify is not available, Southwestern may make any of the following accommodations:

Southwestern may work with the professor to change the examination's composition (e.g., an examination originally planned to include essays and multiple-choice questions may change to only essay questions or include fewer multiple-choice questions) or may convert the examination, reschedule the examination, or take other steps that are fair and equitable to those who may have already taken the examination and those who must still take the examination.

The examination may be administered as an open-book, open-note take-home examination. "Take-home" means an examination is not proctored. The examination will become available on Canvas, Southwestern's Learning Management System, at the regularly scheduled examination time and will be available for the originally planned duration (e.g., three hours).

Southwestern will release the examination on the Exam Administration Canvas course. Students will complete the examination in Canvas and submit their completed examination through the Exam Administration Canvas course. Students must begin the exam during the scheduled or rescheduled examination window. Canvas will track each student's examination time and end the exam after the examination duration has elapsed.

