

## ***FAQ's for Faculty - Take-Home Exams***

**Q. What suggestions can you provide for administering take-home exams, in particular for students with Accessibility accommodations?**

**A.** It is important for faculty to inform students what they can expect for the take-home exam and to outline clear expectations including:

- How to access the take-home exam.
- When to access the take-home exam.
- Where to submit the take-home (e.g., within Quercus or through email).
- What is the submission date and time for the take-home exam?
- Are students expected to work independently, or within a group?
- Whom should the student speak to if they are experiencing technological problems accessing the take-home exam?

**Q. I am an instructor who has decided to cancel in-person exams and administer a take home exam to students. Could you please advise me how extra time accommodations would apply to this testing methodology?**

**A.** If you are administering a take home exam please notify students how much time it would take them to complete the exam and how much additional time you will be giving them on top of this.

**Example:** It should take 24 hours for students to complete the take home exam, but 72 hours is being allotted to complete the exam to accommodate students who require additional time.

**Q. I am an instructor who plans to administer a take home exam via Quercus. How do I go about doing this?**

**A.** Questions about administering a take home exam via Quercus may be answered by viewing the [video](#) developed by the [Centre for Teaching Support and Innovation](#). Should you have any questions around this, please contact the [UTM Quercus team](#) and they will be able to assist you. If you have additional questions related to Accessibility accommodations after connecting with them, please reach out to Accessibility Services.

**Q. I am an instructor who has several students registered with Accessibility Services. One of my Accessibility students has indicated to me that they do not feel comfortable with this testing methodology.**

**A.** If a student is reporting a need for an alternate assessment format due to Accessibility related reasons, please contact Accessibility Services for guidance.

**Q. I am an instructor administering a take home exam and one of my students has requested an extension on my take home exam based on disability-related reasons? Can you advise me on my next step?**

**A.** Please ask the student to connect with their Accessibility Advisor to review the student's accommodation request and the advisor will reach out to you should an extension be required.

If you have any additional questions, please contact Accessibility Services at [access.utm@utoronto.ca](mailto:access.utm@utoronto.ca) or 905-569-4699.