

Computer Lab-Based Final Exam: Information Package

2024-25

Computer Lab-Based Final Exam is held in-person within the computer labs at UTM.

Requests for a Computer Lab-Based Final Exam must include a substantive rationale linking the request to pedagogical need and to the assessment of learning outcomes for this course. If no specific information is provided, the request will not be approved.

Requests are typically due within the first week of the term. See request form for specific due dates.

Link to request form: <https://forms.office.com/r/5x0hh0iaea> (UTORid login required)

Questions? Contact Sara da Silva in the Office of the Dean (src.dasilva@utoronto.ca).

Important Notes:

1. Instructors must have support from their Chair/Director to hold a computer lab-based final exam before submitting the Request Form.
2. Due to space and scheduling limitations, we may not be able to grant all requests.
3. These exams will be carried out on Windows operating system computers only. If your request for a computer lab-based final exam is approved, **it must be announced in class and on Quercus that your final exam will be hosted on a Windows computer**. This is required in order to prepare students for the use of Windows operating systems well in advance of their exam(s).
4. Computer lab-based exams can accommodate up to 100 students for every-other-seat arrangement. If the instructor opts to use a version exam, then every seat can be used to a maximum of 200 students. Please note for courses with enrolment > 24, your exam will be spread over 2-4 computer labs (depending on course size) – instructors should arrange for adequate invigilation and be prepared to travel to each computer lab during the exam.
5. Special considerations that instructors must take into account include:
 - a) any hard copy documents required for the exam should be submitted through FESA (by the stated deadline);
 - b) instructors are required to supply the graded exams to the Exams office (hard copy or electronic) in the event that a student requests a copy of their graded exam;
 - c) there is a possibility of file corruption occurring during the exam or during evaluation afterwards - instructors must consider steps that will be put in place in order to prevent the loss or corruption of exam files, and should share this procedure with all invigilators and graders;
 - d) to prevent the loss of exams due to corruption of file submissions, instructors are encouraged to establish a procedure where more than one protected copy of the exam is retained (e.g. store all file submissions in two separate locations);
 - e) identify any additional arrangements for students writing with accessibility; and
 - f) deferred exams must also be computer lab-based exams.
6. Instructors are **required** to be present for all deferred exams for computer lab-based exams.
7. For courses participating in a computer lab-based exam, I&ITS will be present in the exam room at the beginning and the end of the final exam in order to assist with any troubleshooting needed to start and

finish the examination using Citrix. They will remain on call during the exam, but will not be present in the exam room.

8. CLBE are run as Instructor-Administered Exams (IAE). If you require CPO support in order to run this exam format, please contact us before submitting the request form.
9. There is a possibility that your computer lab-based exam may run over time, should technical difficulties arise.
10. Please ensure you have selected 'Computer Lab-Based Exam' on CISS.

Technical Details:

1. All computer lab-based exams will only be able to use exam-specific software (determined by the course instructor) delivered via Citrix.
2. Students will only be able to access the exam software for their specific exam, and no other software delivered by Citrix. For example:
 - a. If an exam is using Excel only, students will be able to access Excel only, and no other program.
 - b. If an exam is using more than 1 software, students will be able to access these software only, and no others.
3. There may be a combination of common logins to lab computers and client-specific logins (i.e. student- and instructor-specific) for the Citrix platform.
4. Students and instructors will be able to reconnect to an exam in progress, in the event of a technical issue.
5. Students will be able to save their final exam scripts to a network file share, and instructors will be able to access/collect all student exam scripts via this network file share once the exam is complete. However, please note that saving of exam scripts during the exam will depend on the software used (e.g. Excel has a built-in auto-save feature).
6. **Regarding Internet access:** Computers used for CLBE **will be connected** to the internet.
 - a. If you require internet connectivity to be restricted for your exam, please contact us before submitting your request form.
7. For any other questions relating to technical details, please contact Jesse Stamplecoski, I&ITS Manager, Datacenter Operations, IT Solutions & Risk Management (jesse.stamplecoski@utoronto.ca)
8. At this time, computer lab-based exams must use Windows operating system computers. If you would like to request a computer lab-based exam, but require a different operating system, please contact **Gerry Karlovic** (gerry.karlovic@utoronto.ca) within the Office of the Registrar, so we can document and keep track of expressed interest to evaluate the demand of these requests for any possible future support.