

## Computer Lab-Based Final Exam (CLBE) Information

Computer Lab-Based Final Exams are held in-person within the MS Windows computer labs at UTM.

Requests for a Computer Lab-Based Final Exam must include a substantive rationale linking the request to a pedagogical need and to the assessment of learning outcomes for the course.

**Requests must be submitted in Step 1 of the Exam Details module of [CIS](#) by the published deadline.** If instructors or academic units have questions, they may contact the Associate Director, Academic Planning & Policy ([academicplanning.utm@utoronto.ca](mailto:academicplanning.utm@utoronto.ca)) or the Associate Dean, Teaching & Learning ([assocdeanteachlearn.utm@utoronto.ca](mailto:assocdeanteachlearn.utm@utoronto.ca)) in the Office of the Vice Principal Academic & Dean.

### Academic Unit Review

- Instructors must have support from their Chair/Director to hold a computer lab-based final exam before entering the request on CIS.

### Scheduling and Attendance Considerations

- Due to space and scheduling limitations, UTM may not be able to grant all requests.
- Instructors are **required** to be present for all regular and deferred Computer Lab-Based Exams. **CLBEs are run as [Instructor-Administered Exams](#) (IAE). Therefore, CPO resources will not be assigned.**
- Note that the associated deferred exams must also be Computer Lab-Based Exams and administered by the instructor.
- Instructors must identify any additional arrangements for students writing with Accessibility Services.

### Space and Capacity Considerations

- Computer Lab-Based Exams can accommodate up to 90 students for alternating seating arrangement. If the instructor opts to use a version exam, then every seat can be used to a maximum of 180 students.
- Please note for courses with enrolment greater than 24, the 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.

### Deferred Exams, Exam Copies & Exam Re-Reads

- Note that instructors and/or academic units are responsible for administering the deferred examinations for a CLBE.
- If a student requests a CLBE exam copy or re-read, Instructors and/or academic units are responsible for fulfilling this.

### Technical Considerations

- CLBEs will be carried out on MS 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 an MS Windows computer**. This is required to prepare students for the use of MS Windows operating systems well in advance of their exam(s).
- Instructors are fully responsible for backup plans that support any technical failures in the computer lab; I&ITS will not be responsible for exam-related failures.

- For courses participating in a Computer Lab-Based Exam, I&ITS will be present in the exam room **only for the first 15 minutes of the exam**. During the exam, instructors may contact the I&ITS Help Desk at 905-569-4300 in the event of a technical issue.
- It is essential that instructors submit an I&ITS ticket through [ServiceNow](#) **at least 2 months before the start of the exam period**. This will allow instructors to address any questions about the CLBE set up or Operating System needs. I&ITS may reach out to the instructor to schedule a time for them to test the CLBE set up. *It is highly advisable to take advantage of this test opportunity so that the computer lab operations are fully understood well in advance of the final exam. Failure to make arrangements with I&ITS regarding technical needs, may result in your exam being moved to a regular classroom.*