UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

MEMORANDUM

To: Executive Committee of Faculty Council (April 4, 2023)
            Faculty Council (April 26, 2023)

From: Professor Daniel Posen
            Chair, Undergraduate Assessment Committee

Date: March 5, 2023

Re: **Computer-Based Exams and Non-Standard Exams**

REPORT CLASSIFICATION

This is a major policy matter that will be considered by the Executive Committee for endorsement and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members present and voting to carry).

BACKGROUND

Current regulations (section XI) provide for five different types of exam as outlined below. There is ambiguity regarding computer-based exams, and non-standard exam formats such oral exams and take-home assessments that occur during the final exam period.

- **Type A:** Papers for which no data are permitted other than the information printed on the examination paper.
- **Type B:** Papers for which separate special aids or data, as specified at the top of the examination paper, are provided by the examiner for distribution to the candidates by the Office of the Registrar.
- **Type C:** Papers for which the candidate may prepare, bring to the examination and use, a single aid sheet, downloaded from the Faculty's website, printed on an 8.5"x11" piece of paper. Students may enter on both sides of the aid sheet any information they desire, without restriction, except that nothing may be affixed or appended to it. Such entries will be handwritten and not mechanically reproduced.
- **Type D:** Papers for which the candidate may bring to the examination and use such aids (in the form of printed or written material) as the examiner may specify. The nature of the permitted aids must be clearly specified at the top of the examination paper, and must be announced to the class by the examiner in advance of the examination.
- **Type X:** Papers for which the candidate may bring to the examination and use, any books, notes or other printed or written material, without restriction.

PROPOSAL

That the following two new types of exam be created and added to the end of the list above:

- **Type O** (Other): A different exam format, not covered by one of the existing types. Requires special approval by the Undergraduate Assessment Committee as part of the approval for Composition of Final Marks. Details of the assessment must be communicated to the students prior to the course drop deadline.
- **Type CPU_[ ]:** Examinations which will take place in a computer lab, using software and pre-loaded aids or data specified ahead of time by the instructor. The brackets "[ ]" should be replaced by one of the letters (A, B, C, D, X, O) from an existing exam type, specifying the type of aid material a candidate may bring into the exam room. Open internet access is not permitted except with special permission (Type O). Access to specific websites is permitted only if (a) the websites do not allow communication amongst students, or between students and an outside party, and (b) The Engineering Computing Facility (ECF) team confirms that access can be restricted to only these websites. Instructors using Type CPU are responsible for coordinating with the Registrar's Office and ECF to ensure they are aware of all required procedures and are prepared to administer the exam according to staff guidelines.

In addition, the definition of Type B shall be modified as follows:
- **Type B:** Papers for which separate special aids or data, as specified at the top of the examination paper, are provided by the examiner for distribution to the candidates by the Office of the Registrar or are made available to the students electronically in a computer-based exam.

Finally, the following text will be added immediately following the list of exam types:
Details regarding permitted aids or software (i.e., for Type B, D and/or CPU) must be communicated to the students prior to the course drop deadline.

CONSULTATION

Several consultations have taken place with the Educational Technology Office, Engineering Computing Facility (ECF) team, and a subset of instructors currently using computer-based exams. The proposal was approved by unanimous vote of the Undergraduate Assessment Committee on March 9, 2023.

RECOMMENDATION FOR COUNCIL

THAT new exam types as described in Report 3742 be approved effective September 2023.