## **Highlighted text** requires the Faculty/instructor to indicate option.

## **TEMPLATE FOR EXAM COVER PAGE**

### **1. Introductory message**

## The purpose of this exam is to provide you with an opportunity to demonstrate what you have learned. Because of the challenging situation imposed by COVID-19, the Faculty of \_\_\_\_\_\_\_\_\_\_ wants to ensure that you are fully aware of the special measures we are taking to ensure the exam is fair and that you have enough time to complete it. **Please read the complete cover page [and acknowledge with your signature that you have read the academic integrity honour code] before beginning your exam.**

### **2. General information**

## Course name and #:

## Type of exam: Timed open-book / Take-home

## Date and time of exam release:

## Deadline for exam submission:

## Method of submission: Assignments tool in myCourses / Quiz tool in myCourses / Other (specify)

## Instructor name and email address:

## Associate Examiner name and email address:

### **3. Terms and Conditions**

1. Referring to the course textbook / your own class notes / any book online / other (specify) is permitted.
2. Online searching of subject material/related exam questions is / is not permitted.
3. Communicating with classmates regarding any aspect of the exam or course once you begin the exam is / is not permitted.
4. Posting or sharing exam content, including exam questions, your questions, or your answers is / is not permitted.

### **4. Exam time period and submission**

1. The exam has been prepared in such a way that if undertaken under normal conditions, it can be completed in 3 hours. You have been allotted a maximum of **48 / 72** hours to complete and submit the exam. Due to the uncertainties inherent in internet connectivity and unforeseen technical issues, it is strongly recommended that you plan to submit the exam at least several hours in advance of the deadline. If you encounter insurmountable technical difficulties while trying to submit your exam, send an email to [itsupport@mcgill.ca](mailto:itsupport@mcgill.ca) with the name of the course, the time that you were attempting to submit, and a description of the difficulty.
2. If the 48/72-hour deadline falls on a weekend, the deadline remains / If the 48/72-hour deadline falls on a weekend, you may submit on the Monday.
3. For take-home exams, you may submit more than once, but only the last submission will be graded. All submitted exams will be marked, regardless of their state of completion.
4. myCourses will not accept an exam submitted past the deadline.

### **5. Commitment to the exam**

Once you have logged on to myCourses and accessed the exam, you have committed to taking it and cannot restart it later.

### **6. Questions that arise during the exam time period**

The types of questions that an instructor can respond to during an exam are limited.

[Describe what kinds of questions you will answer. A sample description is provided below.]

*If you find an exam question to be ambiguous or unclear, email your concerns to the instructor at the address shown above in the General Information section. Your instructor will try to review questions periodically during the exam period, but there is no guarantee of response. It is important, therefore, that you still* ***answer questions to the best of your ability*.**

### **7. Academic integrity**

McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures” (see [www.mcgill.ca/students/srr/honest/](https://www.mcgill.ca/students/srr/honest/) for more information)**.** (Approved by Senate on 29 January 2003)

**In addition, you can ask students to acknowledge having read an honour code before they begin the exam.** Students can: digitally sign an acknowledgement at the beginning of their submission, send an email within myCourses attesting to having read the honour code, take a photo of their signature and upload it with the exam, or respond to a 1-question quiz within myCourses that acknowledges having read the honour code.

**Example honour code statement:** I understand that students should neither give nor receive unauthorized aid on any assignments, quizzes, or exams.  
I acknowledge having read this statement. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_