Midterm and Final Exam
Preparation Information for Professors

At the beginning of each semester, the Registrar's Office emails all professors requesting midterm and final exam information. We ask that professors submit their midterm and final exam information by the end of the add/drop period each term. At the end of the add/drop period, the Registrar's Office then carefully plans the midterm and final exam schedule to include all requested midterms and finals.

There are two types of exams administered through the Registrar's Office: classroom exams and online (take home) exams. Please see details for both types of exams below. If you have any questions or concerns, please do not hesitate to contact the Registrar's Office for further information.

Classroom Exams:

What do I need to know when requesting a classroom midterm or final?

- Exams answers are either handwritten on the exam packet or typed in Exam 4 software. Unless we hear otherwise, it will be assumed that your exam answers should be typed in exam4.

- If exam4 software is used, there are three different security options within the software:
    - Closed Mode – students can only access the software
    - Open Mode – students can only access the software and their hard drive
    - Open + Network Mode – students can access everything on their computer (software, hard drive, and internet)

What do I need to know when preparing for an upcoming classroom exam?

- Please submit exam questions at least two business days prior to your scheduled exam to allow for enough time to print exams and prepare appropriately.

- If you have multiple choice questions, please try to place them either at the beginning or the end of the exam. You can have up to six answer options (A, B, C, D, E, or F). You can submit your multiple choice answers when you submit your exam questions if you would like quicker processing of the multiple choice results once the exam has finished.

- All classroom exams are proctored by staff members. In the exam classroom, students will be given hard copy versions of the exam questions and scratch paper. Students must return both the exam questions and scratch paper at the end of the exam. Scratch paper is shredded upon receipt.
    - If professors would like to see student notes, they must include scratch paper as part of their exam. Below are the two options to include scratch paper as part of an exam:

- Include blank lines after each question in your exam where students can write their notes **OR**
- Include several blank pages either at the end of your exam or in a separate "notes" exam packet. Please contact the Registrar's Office for more information about these options.

- In an effort to follow DU's commitment to sustainability, we double-side print all exam question packets and answer packets. When you are formulating your exam question packet, please be mindful that the question packets are printed for every student. We often see a lot of paper waste with excessive spacing, etc. If you need assistance streamlining your exam so there is less paper waste, you are welcome to contact the Registrar's Office at least two weeks before your exam. While we cannot assist with content editing, we are happy to assist with finding ways to shorten the exam by adjusting the formatting.

What can I expect after my exam takes place?

- Typed exam answers in the Exam4 software will be printed, compiled and ready for professor pick up two business days after your exam ends.

- Handwritten exam answers will be scanned and saved to ensure there is a back-up copy of the exam answers in the Registrar's Office. Because of this extra step, handwritten exam answers will take one extra business day to compile, making it a total of three business days before a professor can pick up their exams for review.

- If you prefer to receive your student answer packets via email, please notify the Registrar's Office prior to the exam date so that exam answers are not unnecessarily printed.

- Once your exam answers are ready for pick-up, the Registrar's Office will email you to confirm that your exam answers are available. If it is a final exam (as opposed to a midterm), we will also email you a copy of your grading spreadsheet at that time.

- If a student takes their exam out of sequence, we will hold back several random exams until all exams are completed. Once all out of sequence exams are completed, we will then provide all remaining exams to the professor. We follow this process to ensure that all out of sequence exams remain anonymous.

Online (Take Home) Exams:

What do I need to know when requesting an online midterm or final?

- The online exam system is essentially a take home exam system. Students log into a portal through their browser, download the exam questions/prompt, and then have a certain amount of time to complete their answer(s) before uploading it back into the online portal.

- All online exams are open book/open note. Because students can take online exams from any location, they are on the honor code not to share answers or information with any classmates unless explicitly instructed otherwise.

- Students taking online exams will receive an email notification from the Registrar's Office with a link to the online exam. This email includes standard instructions to the student to download the questions/prompt from the software and upload their completed exam back into system. If they should follow any instructions outside of this standard, please let the Registrar's Office know as soon as possible, so that we can ensure consistency of instruction.

What do I need to know when preparing for an upcoming online exam?

- Please submit exam questions at least two business days prior to your scheduled exam to allow enough time to prepare the online portal appropriately. Exam questions will be posted in the format they are submitted (Word or PDF).

- Students, upon opening the exam questions from the online portal, will then open a blank Word document to record their answers. Upon completion, they will upload their answer document through the online portal.

- Multiple choice exams are difficult, but not impossible, to coordinate as online exams. Please contact the Registrar's Office for guidance on formatting a multiple choice online exam.

What can I expect after my exam takes place?

- Exam answers will be printed, compiled and ready for professor pick up two business days after your exam ends. If you prefer electronic submission of the exams, please notify the Registrar's Office prior to the exam date, so that exam answers are not unnecessarily printed.

- Once your exam answers are ready for pick-up, the Registrar's Office will email you to confirm that your exam answers are available. If it is a final exam (as opposed to a midterm), we will also email you a copy of your grading spreadsheet at that time.

- If a student takes their exam out of sequence, we will hold back several random exams until all exams are completed. Once all out of sequence exams are completed, we will then provide all remaining exams to the professor. We follow this process to ensure that all out of sequence exams remain anonymous.