

Resources for Remote Proctoring Tools

Open-Book Exam Guidelines for Instructors

These guidelines are intended to assist instructors who want to offer open-book exams in their classes.

1. Create an exam with questions that require integration and synthesis

Effective open-book exams require synthesis, analysis, and application, rather than memorization. This means that open-book exams generally require higher-order thinking requiring students to make connections or extensions upon course concepts and ideas. For example, create questions that require students to integrate course concepts together or questions that require extrapolating, explaining, or evaluating concepts.

2. Clarify expectations with students

Be specific on the length of time being granted to students as they write the exam. Do you need to complete the exam in one chunk? Or can you take a break and come back to it later?

What information will you provide to students ahead of time with regard to the types of questions, content areas of focus, or format of the exam? For example, you might clarify for students if the exam is multiple choice, short answer, essay or a combination.

What types of support, if any, will be available to students as they write the exam? Can they ask for clarification once they start writing? Who should they contact and how?

Finally, be specific on material that is allowed and not allowed. The following questions can be used to guide the development of a list that clarifies for students what they are encouraged to access or are prevented from accessing during the open book exam:

- What specific materials or resources are students allowed to use during their exam? Or in other words, what resources are they restricted to? Possible specifics include resources used during the course and available in onQ: textbook, PowerPoints, e-reserve material, etc.

- Are students allowed to use search engines such as Google or other online resources? Are there specific websites that are to be explicitly excluded from student use?
- Are students expected to work independently or are students permitted to work collaboratively? For example, is it acceptable for them to use social media, texting, online chatting, email, etc.?

3. Develop a cover page

Drawing on your clarified expectations, develop a cover page for the open-book exam, referred to as an **exam wrapper**, that clearly outlines the expectations of performance. The following template can be adapted as appropriate to the class.

Exam Wrapper Template

This exam is ‘open book’. This means *[provide a definition or description of your open book exam]*.

You are permitted to **exclusively** use the following materials and resources: *[list materials and resources clarified in section 2, e.g. onQ course page: textbook, PowerPoints, e-reserve material, etc.]* All other online resources are not allowed.

[OR] You are permitted to use the following materials: *[list appropriate materials]*. However, the following resources are not permitted for use: *[list restrictions]*.

In addition, the final exam must be completed **independently**, and you are not permitted to work in groups or to get assistance from any other person. You are not permitted to use social media, texting, online chatting, or email to share questions/answers or to collaborate with anyone during the exam on any platform.

[OR] In addition, it is permissible for this exam to be completed collaboratively. You are permitted to use *[social media, texting, online chatting, email]* to discuss answers or collaborate with others while engaging in the exam.

Any possible departures from these rules and from all principles of academic integrity will be investigated. Please refer to the following website for information related to Academic Integrity: *[insert link to Faculty-appropriate Academic Integrity page]*

[Consider including other statements in your wrapper that remind students:

- How much time they have to write the exam

- *If they can contact the instructor, TA's or others for support, providing relevant contact information*
- *If they must complete the exam in one sitting or if it can be paused and revisited.]*