

Q&A for Instructors

Q: How do I design online tests/exams that meet the Universal Design principle?

A: Consider implementing extra time for all students during this time. Some instructors are designing tests or exams that allow 48 hours for completion. This will allow students to plan their schedule and minimize your administrative workload to set up individual accommodations. You can use virtual proctoring software for academic integrity.

Q: Given students are writing tests at home, I consider this an Open Book test or exam. I would like to reduce the time for completion. What are the possible concerns?

A: Students may not be as familiar with the online test process. It is not safe to assume that an open book test will speed up completion of the test. Some students have functional impairments that impact their access and speed of test completion. They will be significantly impacted by this practice.

Q: I decided to open the tests/exams for 48 hours, but I have received requests about additional time. Students indicate that this does not meet their accommodation needs. What do I do in these cases?

A: Please refer students to SAS or their SAS Program Coordinators directly. Some students may receive specific accommodations with time restrictions. SAS can review those individual requests and get back to you with a proposed plan.

Q: My test requires students to complete all questions once it is open. It is designed for a small window of time. Can SAS help me with the data report?

A: Yes. We can generate a report that include only test or exam accommodations. Please reach out to SAS test: sastests@mcmaster.ca for support.

Q: I need some support for Universal Design Instruction, alternative assessments. Where may I find community resources for instructors.

A: McPherson Institute [Instructional Continuity](#) site is currently dedicated to providing support to instructors adjusting their courses due to COVID-19-related changes. Instructor support is also available for [Avenue to Learn](#).

IMPORTANT NOTE: Instructors can reach out to SAS if they have questions or require additional support and provide contact information sas@mcmaster.ca.