Exam Centre: Final Exam Process
Winter 2021

Now, when creating a Notice of Examination (NOE) you will have the following TWO options to choose from

“Online (at distance) exam – Professor will provide accommodations” means that professors/TAs will be adding the extended time to the exam in whatever platform the exam is being written (Brightspace, Mobius, email, print format, etc.).

“Online (at distance) exam – Exam Centre will add accommodations to Professor’s Virtual Campus (Brightspace)” means that professors will give the exam staff access to their course in Virtual Campus (Brightspace) and the exam staff will be adding “special access” with applicable extended time to the exam.

Proctoring/Monitoring Exams: New options when submitting a NOE

“No – I will handle the proctoring myself (e.g. Respondus, Zoom, etc.)” means that professors/TAs will take care of the proctoring of the exam (via Zoom, Adobe Connect, MS Team, Respndus, etc.) in its entirety, including the extended time. The exam staff has no role to play.

“No – The class is not being monitored” means that students write the exam at their own without being monitored by any person or technological means.

“Yes, SASS will proctor – The class will be electronically monitored with Respondus” means that professors will give the exam staff access to their course in Virtual Campus (Brightspace) and the exam staff will be responsible for enabling Respondus for students with “special access”.

“Yes, SASS will proctor – The class is being proctored live using Zoom” means that the exam staff will be monitoring students in real time via Zoom for the entirety of the exam from start to end, including the extended time. If professors are using MS Teams or Adobe Connect for the rest of the class, please choose this option even though the exam staff will be using only Zoom.

“Other - I will email the Exam Centre” this option is to be used if Professor have devised a different proctoring method and would like the exam centre to assist with proctoring the exam. Professors should email the exam centre at exams@uOttawa.ca well in advance to make the necessary arrangements.