



MAURER SCHOOL OF LAW

INDIANA UNIVERSITY
Bloomington

To: Indiana University Maurer School of Law Community
From: Dean Austen Parrish
Date: March 26, 2020
Subject: Spring 2020 Exam Policies

The COVID-19 outbreak has resulted in a public health emergency that has required that the Maurer School of Law to move to remote instruction for the remainder of the spring 2020 semester. On March 25, 2020, the Faculty adopted the following related to final exams.

A. Format

Because the law school is presently unable to administer in-person or remotely proctored exams, all final exams in the spring 2020 semester shall be:

- take-home exams, meaning that students must receive, complete, and submit the exam from home or another remote location; and
- open book exams, meaning that instructors may not prohibit students from consulting books, notes, outlines, and other class materials.

Instructors remain free to prohibit students from consulting other materials, or from seeking assistance from other people. Those actions, if prohibited by the instructor, constitute cheating in violation of the law school's academic regulations.

For exams in the spring 2020 semester, students may not handwrite their exam answers in bluebooks, but must type their answers using word processing software and submit them in an electronic file format. For individual students based on compelling circumstances, the Associate Dean of Students may grant an exception to the requirement that students must type their exam answers.

B. Timing

Final exams shall be administered on the date specified in the Spring Semester 2020 Exam Schedule (https://www.law.indiana.edu/student-life/student-affairs/assets/2020spring_exam.pdf). For the spring 2020 semester, however, final exams scheduled for the morning shall begin at 12:00 pm EDT, final exams scheduled for the afternoon shall begin at 1:00 pm EDT. As always, any student who has two exams scheduled for the same day is entitled to take one exam at an alternate time. Exam accommodation requests should be made to Alexis Lanham.

C. Length

To avoid conflicts with other exams, and to allow for the accommodation of graduate students, students with disabilities, students in remote time zones, and students who face other challenging circumstances, for the spring 2020 semester:

- No final exam shall exceed four (4) hours in length.
- Instructors are strongly encouraged to impose a word limit on exam answers.

D. Blind Grading

The law school's policy requiring blind grading remains in full effect. Instructors will grade their exams anonymously.

E. Troubleshooting

Students taking final exams remotely may encounter difficulties with internet connectivity, home computers, and other technology. They may also experience disruptions in university systems or unexpected home or health emergencies. In light of those risks, for the spring 2020 semester:

- To preserve their anonymity, students should not contact their faculty regarding their own exams. Troubleshooting concerns or needs for clarification, as well as all reports of disruptions and requests for assistance should be routed to the Office of Student Affairs through a central email address (lawosa@indiana.edu) or by phone (812-855-8409).
- As always, the Office of Student Affairs shall review students' reports and requests on a case-by-case basis and, where appropriate, approve exceptions to otherwise applicable rules for the administration of final exams. The Dean of Students Office wishes to assure students that they be receptive and understanding in light of these extraordinary circumstances.

F. Alternative Written Assignment

For the spring 2020 semester, instructors who planned to conduct a traditional final exam may elect instead to require that students complete an alternative written assignment, such as a final paper or a set of exam questions that students complete over the course of several weeks, as an alternative means of summative assessment. To avoid undue time pressure on students, as conditions for exercising that option:

- The alternative written assignment must be distributed to students no later than April 15, 2020; and
- The alternative written assignment must be due either (i) on the same day that the final exam for the course was originally scheduled, or (ii) on Monday, May 11, after the exam period has ended.

To the extent this policy conflicts with the description of the final exam in a syllabus for any course taught in the spring 2020 semester, with the law school's academic regulations, or with any general rules or practices of the Office of Student Affairs, this policy takes precedence. All provisions of this policy are subject to adjustment as required for purposes of reasonable accommodation of disability as required by law.

This policy applies only to law school courses. Law students enrolled in courses within other units of the university should consult the policies of those units for information about the format, timing, and procedures for final exams in those courses.

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