



MEMORANDUM

To: Executive Committee of Faculty Council (November 4, 2014)
Faculty Council (November 25, 2014)

From: Professor Peter Herman
Chair, Examinations Committee

Date: October 25, 2014

Re: Type C Exam Aid Sheets

REPORT CLASSIFICATION

This is a routine or minor policy matter that will be considered by the Executive Committee for approving and forwarding to Faculty Council for information.

BACKGROUND

Students taking Type C exams are permitted to bring a Faculty-issued, 8.5" x 11" yellow paper aid sheet to their exams. The yellow aid sheet was implemented to help ensure academic integrity during exams.

Students are required to pick up aid sheets in class during their last lectures, or at the Office of the Registrar during exam period.

Manual distribution of the yellow aid sheets is a challenge for large classes and the Office of the Registrar. As a result, the Committee on Examinations has reviewed the procedures and solicited opinions on the matter from instructors who used the yellow aid sheet during the 2013-2014 academic year. The committee is recommending a modernization of the current procedure.

PROCESS AND CONSULTATION

During September 4-10, 2014, a survey was sent to the aforementioned instructors containing the following questions:

- The standardized yellow aid sheet issued for Type C exams is necessary to ensure my exam is conducted fairly and with integrity: strongly agree, agree, somewhat agree, disagree, strongly disagree.

- What benefits, if any, might come from the substitution of the yellow aid sheet with a white aid sheet?
- What problems, if any, might arise with the use of a white aid sheet?
- As one option, the Faculty is considering the creation of an official aid sheet PDF that students would be required to download and print on their own. Would you consider this an acceptable alternative to the current practice?
- What is the approximate size of the class or classes you issued Type C exams to during the 2014-2014 academic year?

TYPE C EXAM SURVEY RESULT

A total of 35 responses were received from a total of 70 instructors that were solicited by the survey.

The responses yielded the following significant findings:

- In general, instructors of large classes expressed concerns over the distribution of the yellow aid sheet.
- The majority of the respondents supported the idea of a new white aid sheet that students can download themselves.
- Approximately 10 per cent of respondents (five individuals) felt very strongly about keeping the yellow aid sheet.

The Examinations Committee concluded that only very limited use of the official aid sheets is made by our Faculty, and amongst the small number of users, the importance of the yellow colour was exceptionally small.

PROPOSAL

The Committee proposes that the Office of the Registrar ceases to print and distribute the hard copy yellow aid sheet, replacing it with a downloadable electronic file of identical form, which can be printed on white or any colour of standard letter sized paper as designated by the instructor. The new procedure would be initiated for the Winter 2015 exams in April.

The following calendar and web updates are proposed for Type C exams:

- a) The current Faculty Calendar/Academic regulations/Grading Policies /Type C exams (page 96):

Papers for which the candidate may prepare, bring to the examination and use, a single aid sheet, downloaded from the Faculty's website, printed on a 8.5"x11" piece of paper. Students may enter on both sides of the aid sheet any information they desire, without restriction, except that nothing may be affixed or appended to it.

Current Text: Papers for which the candidate may prepare, bring to the examination and use, a single aid sheet, such aid sheet being on a standard form supplied to the examiner by the Registrar of the Faculty. Students may enter on both sides of the aid sheet any information they desire, without restriction, except that nothing may be affixed or appended to it.

- b) The current Faculty Calendar/Academic regulations/Faculty Final Examinations/Aids Permissible and Not Permissible/Section X.2.f) (page 94):

For those examinations marked C in the timetable, a single aid-sheet may be prepared and taken by the candidate to the examination for his or her personal use only. This aid-sheet on the standard form is downloaded from the Faculty Web site [LINK to form]. Students must print the form onto a 8.5"x11" piece of paper, and print and sign their names in the places provided. Both sides of the sheet may be used.

Current Text: For those examinations marked C in the timetable, a single aid-sheet may be prepared and taken by the candidate to the examination for his or her personal use only. This aid-sheet on the standard form will be provided by each examiner using the type C examination. Students must print and sign their names in the places provided. Both sides of the sheet may be used.

- c) http://www.undergrad.engineering.utoronto.ca/Office_of_the_Registrar/Examinations/Schedules_Locations.htm

Type C: Closed book examination. A single aid sheet may be prepared and taken to the exam for personal use only. The aid sheet must be the standard form, downloaded from the Faculty web site and printed on 8.5"x11" piece of paper. Students may use both sides of the aid sheet, without restriction, except that nothing may be affixed or fastened to it

Type C: Closed book examination. A single aid sheet may be prepared and taken to the exam for personal use only. The aid sheet must be the standard form issued by the Office of the Registrar. Students may use both sides of the aid sheet, without restriction, except that nothing may be affixed or fastened to it

MOTION

For information.