



Technical Tips for Exam Logistics

In this document, we summarize the tips and recommendations for teaching teams to plan and deliver exams across a range of formats (e.g., in-person paper, in-person computer, online via Canvas, etc.). We assume that you have reviewed the Faculty's guidelines about [the informed decision-making on exam formats](#), and are also aware of UBC exam policies ([see Forestry's tip-sheet here](#)). Instructors can contact Forestry Teaching & Learning Support (forestry.tls@ubc.ca) for advice on exam formats.

If you have a large class >200 students, it is recommended to contact forestry.tls@ubc.ca at least two weeks in advance for exam support.

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Exam Platforms & Delivery Methods

There are many exam formats that teaching teams can consider. Please refer to [this document to navigate through the differences in exam options](#) in terms of accessibility, academic integrity, flexibility, technical proficiency, and more. For take-home exams, the teaching team should be aware that there are no effective ways to detect or prevent the use of generative AI tools.

Here is a table that summarizes different exam platforms, along with their respective delivery method, and invigilation approaches.

Exam Platform	Delivery Method	Invigilation Approach
On paper	In-person exam	In-person monitoring
Canvas Quiz	Online take-home exam	No invigilation (open book)
Canvas Quiz	Online remote exam	LockDown Browser, Zoom
Canvas Quiz	In-person exam via personal devices (e.g., laptops/iPads)	In-person monitoring with or without LockDown Browser
Canvas Quiz or File uploads and collection (managed by Forestry IT)	In-person exam in Forestry computer labs (FSC 1404, 1406, 2942)	In-person monitoring, LockDown Browser, or with internet restriction in the lab

Midterm Exam Scheduling

- Teaching teams can arrange midterm exams in their assigned classrooms or online as needed.
- If the teaching teams need to conduct exams in alternative classrooms to meet exam needs (e.g., power to all seats, extra space for double seating, etc.), they can submit ad hoc booking requests directly to [Scheduling Services \(see Option 2\)](#).
- In the request form, instructors can leave the building/room number empty unless a room is already identified, then select the room features needed (e.g., AC power), and specify the requirements in the additional comments and requests section.
- Upon receiving the request, the office of Scheduling Services will search for a general teaching space that is available for the requested date and time. Please allow approximately 3 to 5 business days for booking requests to be processed, with the exception of peak periods (January, July, August, and September). Following the request processing, Scheduling Services will send an email to the instructor regarding the status of their request.
- Please note that the request for double seating may result in booking multiple rooms, and instructors may need additional invigilators ([check out the number of invigilators recommended here](#)).
- The number of rooms with AC power to all seats is limited.

Final Exam Scheduling

- The department exam contact will collect course exam requests from instructors using the [Examination Request Form](#) to coordinate with UBC Scheduling Services for exam scheduling (see the [UBC exam period and scheduling deadlines](#)).
- In the request form, instructors should specify their specific needs, such as exam room preference, duration, access to power outlets, and Wi-Fi requirements, etc., depending on the exam format and delivery options.
 - Instructors can consult with the Forestry Teaching & Learning Support team (forestry.tls@ubc.ca) if need advice to determine the exam format and delivery options.

- In-person paper or computer exams scheduled through Scheduling Services are normally 2.5 hours in length, and cannot be longer than 3 hours.
- If you need to schedule an exam that is more or less than 2.5 hours in length, it is important to note this in the request form for accuracy on the student's personal exam schedule and exam room scheduling.
- If the exam will be conducted in Forestry computer labs, please specify this in the request form, and check with the department exam contact to reserve the lab.
- Please contact Forestry IT (forestry.ithelp@ubc.ca) for device and technology setups (e.g., file collection, internet restriction, LockDown Browser, etc.) in the UG labs, once the exam schedule is confirmed.
- [UBC Scheduling Services](#) will arrange the exam classrooms for in-person final exams, and they usually publish the schedule during the second month of the term.
- After the exam schedule is published, the department exam contact will update the instructors and invigilators. [The exam schedule can also be found online](#).
- For in-person exams, teaching teams can also double-check the information of assigned classrooms (e.g., capacity, power outlets, etc.) from [UBC Learning Spaces](#).
- Upper-level and graduate course sections can schedule exams at their convenience. Instructors/departments that opt to organize their own exams are reminded that the arrangement of the room and the exam booklets are the responsibility of the department.
- More information on [final exam scheduling guidelines can be found here](#).

Using LockDown Browser and Zoom for Invigilation

- For in-person computer and online Canvas exams, instructors may also require LockDown Browser and/or Zoom to prevent students from accessing external websites or applications. See [this document for instructions on setting up LockDown browser and Zoom for invigilation](#).
- It is also recommended to arrange a practice session to allow students to test LockDown before the exam.
- To accommodate students who are unable to install LockDown Browser on their devices, the teaching team may arrange alternative options:
 - Canvas Quiz (without LockDown Browser) with in-person monitoring
 - Alternative paper exams with in-person monitoring
 - Invigilators should use Moderate This Quiz to monitor student progress and check out Quiz Log to investigate issues that students may have in the quiz (e.g., answers not being saved). Quiz Log to investigate issues that students may have in the quiz (e.g., answers not being saved).
 - Teaching teams can refer to the [instructor guide on LockDown Browser](#).
 - Students can refer to the [student guide on LockDown Browser](#).

Designing Exams that Cultivate Academic Integrity

- It is encouraged that teaching teams update exam questions on a regular basis to maintain academic integrity.
- For online exams, teaching teams can consider introducing randomness into the questions through Canvas Quiz. At a basic level, multiple-choice alternatives can be delivered in random order.
- An integrity pledge can be placed at the beginning of the exam to remind students to maintain academic integrity.
- Find more details at [UBC Academic Integrity](#).

Additional setups and recommendations are provided below for different exam formats.

In-person Paper Exams

Before the Exam

- For academic accommodations, assigning invigilators, seating arrangement, and ID verification, refer to [Forestry's tip-sheet on exam policies and procedures](#).
- For seating, invigilators can consider arranging the seats in an alphabetical order based on students' last names in the assigned classroom before students arrive. Labels can be added to the seats to direct students where to sit.
- For large classes with >200 students, invigilators may check IDs once students have started writing if it is not possible to check all IDs before the exam starts.
- On the day of the exam, examination booklets will be provided in the examination room for those formal final examinations listed on the official Examination Schedule with Locations. The exam booklets will be delivered by building operations. For inquiries, contact the exam emergency telephone at 604-999-8135.
- If you do not use final examination booklets and need to create your own exam cover page, download and modify the [sessional examination cover page \(doc\)](#) template.
- See also the [sample cover for sessional examinations \(pdf\)](#) for a completed example.
- More information on [exam booklets, duplication, and cover pages can be found here](#).

During the Exam

- For invigilation guidelines, student conduct during exams, and exam disruptions, refer to [Forestry's tip-sheet on exam policies and procedures](#)

After the Exam

- The exam copies and grade records should be kept secure by instructors, and must be retained in compliance with [TL7300: Teaching and Learning - Student Work, Examinations, Theses - University Records Management Office](#).
- For exam viewing and grade upload, refer to [Forestry's tip-sheet on exam policies and procedures](#).

In-person Computer Exams

Before the Exam

- For academic accommodations, assigning invigilators, and ID verification, refer to [Forestry's tip-sheet on exam policies and procedures](#).
- For seating, invigilators can consider arranging the seats in an alphabetical order based on students' last names in the assigned classroom before students arrive. Labels can be added to the seats to direct students where to sit.
- For large classes with >200 students, invigilators may check IDs once students have started writing if it is not possible to check all IDs before the exam starts.
- For large exams (>200 students), teaching teams are encouraged to contact forestry.tls@ubc.ca two weeks in advance for exam technical support. A communication channel will be created for instructors, invigilators, and Forestry TLS to monitor the exam and troubleshoot issues as needed.
- For longer-time exams, instructors should let the Forestry scheduling/exam representative know in advance so that the UBC Scheduling Services can schedule exams in classrooms with electrical power outlets. Additional power strips may also be needed.

- Note that only 50% of seats should be used in each assigned classroom to allow a better Wi-Fi connection.
- If needed, students can [borrow laptops and other technological equipment from the UBC Library](#).
- It would be helpful for the teaching team to print out paper exams and bring them to the classroom as a back-up option in case there are network issues.
- Exam booklets are supposed to be delivered to classrooms by UBC building operations on the day of the exam.
- For inquiries, such as missing booklets, please contact the [exam emergency](#).

Setups for Canvas Quizzes

- Teaching teams can consider including all questions on a single page to decrease loading and limit the use of graphical content on the quizzes to avoid transmission issues on Wi-Fi.
- Teaching teams can consider [adding an access code to the quiz](#). This will require the students to be present to gain access.
- For students with accommodation needs, [extra time and attempts can be added for them in Canvas Quiz](#).
- If instructors wish to introduce an element of randomness in the questions, they have the option to create a dedicated question bank for each question in the exam. For instance, the first question on the exam would be randomly selected from a set of 5 different but related questions in the first question's bank. This method allows a randomized selection of questions while still maintaining the original sequence of the questions in the exam format in case students need to write on paper due to technical difficulties.
- For large exams (>200 students), additional settings are required for the smooth functionality and rendering of the quiz statistics. It is also essential to note that having all students access the same quiz simultaneously can cause slowdowns in both the SpeedGrader and Gradebook. Therefore, teaching teams are encouraged to contact TLS team (forestry.tls@ubc.ca) in advance for exam technical support. The teaching team can follow [this document to organize the Canvas Quiz](#).

During the Exam

- For invigilation guidelines, student conduct during exams, and exam disruptions, refer to [Forestry's tip-sheet on exam policies and procedures](#)
- Invigilators can use [Moderate this Quiz](#) in Canvas to find students who are late and haven't started the exam:
 - Once confirmed, their access to the quiz should be blocked by moving them out of the [Assign To option in Canvas Quiz](#).
- If students were missing during the ID verification, and yet invigilators found them starting exams in Canvas through Moderate this Quiz:
 - The chief invigilator should determine the appropriate actions (e.g., allowing the student to finish the exam, contacting Forestry TLS to force the students to end the exam on Canvas, etc.).
- Once students report internet or technical issues (e.g., Wi-Fi disconnection, low battery, automatic laptop updates, etc.), the teaching team should promptly provide alternative paper exams for them to continue to answer questions.
 - It is important to ensure that the questions on the paper exam mirror the sequence found in the Canvas Quiz. This consistency aims to help students transition smoothly between formats, and continue to answer questions.

After the Exam

- For exam viewing and grade upload, refer to [Forestry's tip-sheet on exam policies and procedures](#).

Online Canvas Exams

Before the Exam

- For academic accommodations, refer to [Forestry's tip-sheet on exam policies and procedures](#).
- For students with accommodation needs, [extra time and attempts can be added for them in Canvas Quiz](#).
- Students should be reminded that they should find a place with a stable internet connection to answer the quiz questions. In case of connectivity issues, any answers written while the connection is lost will not be saved. Canvas will not allow to load the next page in such a case and LockDown Browser will lock up. The exam timer, however, may continue.
- See [this section if LockDown Browser and Zoom need to be used for invigilation](#).
- For large exams (>200 students), additional settings are required for the smooth functionality and rendering of the quiz statistics. It is also essential to note that having all students access the same quiz simultaneously can cause slowdowns in both the SpeedGrader and Gradebook. Therefore, teaching teams are encouraged to contact TLS team (forestry.tls@ubc.ca) in advance for exam technical support. The teaching team can follow [this document to organize the Canvas Quiz](#).

During the Exam

- Instructors and TAs can join a Zoom session for students who have technical issues or questions to seek help.
- Instructors should be prepared to [increase student's exam time and allow the student to log into the exam multiple times](#) to facilitate the network issues due to which the student might need to log off and log back in.

After the Exam

- For exam viewing and grade upload, refer to [Forestry's tip-sheet on exam policies and procedures](#).