

## August Subject exams

1. Subject exams will be held in-person, if possible, but for students not able to join the in-person exam (e.g. health concerns), or if official guidance requires us to deliver the exam online, the subject exams will be held in-zoom.
2. The subject exam will be the same for those taking it in-person and in-zoom
3. Except for some time reserved for accommodations (see item 8), the subject exam will be in the usual format (i.e. as provided prior to spring), with similar style problems, at a similar level, so that the practice problems posted online are relevant and representative. As usual, the lead author of the exam should share the draft with the committee members to assess this. To allow for ample time to make adjustments if necessary, committee members should be provided with the draft at least 2 weeks prior to the exam date.
4. The exam is closed book and without the use of additional resources (e.g. internet), except for those provided in the exam (e.g. equations sheet). We provide clear expectations that no materials can be used not usually available for subject exams, referring to the Spartan Honor Code. The members of the subject exam committees may do a google search of elements of their draft exam problems to evaluate how easy it is to look up the solution and avoid such problems.
5. Student who take the exam in zoom will be connected for the duration of the exam. In that way, they have equal opportunity to ask questions as those who take the exam in-person and proctoring can occur. Questions asked about the exams will be answered to all students (in-person and in-zoom).
6. For students who might lack certain resources to take the exam in-zoom (e.g. access to reliable internet), solutions will be sought on a case-by-case basis.
7. If some students are in-person and some in-zoom, two people will proctor the exam (one for the in-person students and one for the in-zoom students); these two people will be co-hosting the zoom session in case one connection drops and to share questions and answers from and to students.
8. The exam will be 3 hrs long, but with half an hour of that period reserved to deal with accommodations necessary in the class room (social distancing, delays in handing in etc) and in-zoom (sending the answers back, dealing with a logged out zoom session etc). In this way, even for students with RCPD accommodations, the length of the exam will not exceed what is usual with such accommodations.
9. A method will be developed to ensure the anonymity of the students for the purpose of grading for students taking the exam in-zoom and sending the answers back by email.
10. The graduate program director will inform the students taking the exam in august about the above procedures, and if things will go well, the same model will be used for fall subject exams.