



COMMUNICATION MEMO

Office of the Registrar

2020-04-03

MEMO: Final Examination Period - 2020W and Computer Labs

To: Students [Sault Ste. Marie]

From: David Marasco, University Registrar
Dereck Whitmell, Director of Information Technology
Robert Battisti, Vice President of Finance and Operations

Please be advised the official Final Examination period for 20W courses begins on Monday, April 6th, 2020 and runs until Tuesday, April 21st, 2020. Since the original final examination schedule was posted in early February, there have been many changes in light of the current challenges we are facing as an Algonquin University community in this pandemic. This series of events has necessitated that the faculty have flexibility in presenting the final course assessment.

Many of the face-to-face examinations have been changed to take-home examinations, while others have been revised to online examinations. For students who have online examinations during the exam period, the University understands that in some cases you do not have the hardware nor internet connectivity at home to complete the scheduled exams. For this reason, we are going to utilize four computer labs [NW 201, 203, 204, 205] during this period from Monday to Friday from 8:00 AM - 10:00 PM and on Saturdays/Sunday from 8:00 AM - 5:00 PM. During this time, the computer lab will be available for general use except for periods of time reserved for students who have pre-arranged use of a computer in the lab to complete an exam. **See the schedule at the end of this memo.**

Under provincial direction, we require the following safety precautions to be adhered to, ensuring the safety and wellbeing of the Algonquin University community:

- No more than **five (5)** students are allowed in any computer lab at any time. Security will be monitoring the mandatory distancing situation to ensure this policy is followed.
- You **must** wash your hands well with soap and water before and after use.
- All students **must** follow physical distancing guidelines while in the computer lab, maintaining **two (2)** metres/ **six (6)** feet separation between users at all times.

- Students **must pre-register for computer room access** for exams through regoffice@algomau.ca.

For students experiencing hardship in completing your scheduled final examinations, please reach out to your course professor for guidance.

Finally, it is important to note that students should be familiar with the terms and conditions of the [Final Examination Policy](#). All students should note that any submission of an online or remote exam in these circumstances is still governed by University regulations on academic dishonesty; if you complete and submit an exam in this way, you are automatically confirming that you have not used any materials or assistance unless it is expressly authorized in the exam instructions and that you understand that any violation is subject to academic dishonesty penalties.

The University would like to take this opportunity to thank you for your patience while we navigate some of the current challenges and wish you the best of luck during your examinations.

Computer Lab Schedule

While all computer labs are open Monday to Friday from 8:00 AM - 10:00 PM and on Saturdays/Sunday from 8:00 AM - 5:00 PM, the table below lists the **ONLY** times the computer labs are available for general use. The rest of the time, the labs are reserved for those who have pre-arranged the use of a computer for an exam.

<u>Date</u>	<u>Time available for general use</u>
Friday, April 3	8 AM to 10 PM
Saturday, April 4	8 AM to 5 PM
Sunday, April 5	8 AM to 5 PM
Tuesday, April 7	8 AM to 12 PM
Wednesday, April 8	8 AM to 12 PM (noon), 5 PM to 10 PM
Saturday, April 11	8 AM to 5 PM
Sunday, April 12	8 AM to 5 PM
Tuesday, April 14	5 PM to 10 PM
Thursday, April 16	8 AM to 5 PM
Friday, April 17	5 PM to 10 PM
Sunday, April 19	8 AM to 5 PM
Monday, April 20	12 PM (noon) to 5 PM
Tuesday, April 21	5 PM to 10 PM