



September 11, 2020

**MEMORANDUM**

TO: Academic Deans and Directors  
Associate Deans  
Department Chairs

FROM: Michael Bruno  
Provost

A handwritten signature in black ink that reads 'Michael Bruno'.

SUBJECT: Fall 2020 Exam Policy and Mānoa Testing Center Update

With midterms beginning in a few weeks, it is important to review exam policies and to provide information on our new testing services. To the extent it is appropriate for their courses, I encourage faculty to consider alternative forms of assessment. As I did last spring, I am also waiving the requirement to have a final exam this semester. If instructors choose to give take-home, final exams, the completed exam should be due no earlier than the date and time in the published final examination schedule, <https://manoa.hawaii.edu/undergrad/schedule/final-exams/fall/>.

Any exam for a course that is fully online must be offered online because many of our online students are not on O'ahu and may not have access to in-person testing facilities depending upon how the pandemic is affecting where they live. Faculty are welcome to offer their students an in-person option as long as it is not required and resources are available for the proctoring. The President and I agree that students cannot be required to pay for third-party professional proctoring services such as ProctorU, Examity, or other for-hire companies. If you are unsure of the official status of your course format, please check with the Scheduler at [schedule@hawaii.edu](mailto:schedule@hawaii.edu).

The newly established Mānoa Testing Center (MTC) offers many services, including additional proctors, support for instructor-administered online proctoring, training for volunteer proctors and more. MTC is funded through our CARES Act funds and allows us to offer proctoring services while also employing our students. Information about eligibility and MTC services can be found at <https://manoa.hawaii.edu/undergrad/testing-center/>. Please read through the website carefully for instructions and guidelines. Questions about proctoring can be directed to [uhmexam@hawaii.edu](mailto:uhmexam@hawaii.edu) as needed.

c: President David Lassner  
Interim Associate Vice Chancellor for Academic Affairs Laura Lyons  
Assistant Vice Chancellor for Undergraduate Education Ronald Cambra  
University Scheduler Megan McGehee