Pittsburgh Institute of Mortuary Science

www.pims.edu

5/22/20—COVID-19 UPDATE

TEST TAKING DURING FINAL EXAMS

Dear PIMS Campus Students, Faculty, and Staff,

The Pittsburgh Institute of Mortuary Science continues operations in a plan approved by the PA Department of Education-Private License Schools to deliver remote instruction. Such instruction will continue until otherwise advised. However, as final reviews and exams are considered for this upcoming week, the remote instruction policies were adjusted slightly to add a Test Browser component to the final exam process—this assures the integrity of the test taking process. While the majority of the students had no issues with downloading a test browser into their systems, a few indicated technology problems with the browser.

Therefore, in order to provide accommodation for those who cannot access this Test Browser technology, the following is an update of policy and procedure:

- Students who cannot download the browser to their computers and cannot access a computer where this download could occur, may be eligible for other ways to take the test.
- If you are a student who cannot access the browser, the first task is to contact Dean Michael Burns and advise him of your situation. He will consider each situation on an individual basis and offer advisement.
- Subsequently, if approved, you will be offered a plan that will involve you coming to campus to take either a) paper test or b) a test in the PIMS computer lab. You will be advised by the Dean at the time of request.
- However, because of the dynamic nature of offering final exams in this forum, if you reach out to Mr. Burns with this problem and need accommodation, the following protocol will be followed:
  - Your final exam on campus will be offered at a time and date that will consider the safety and health of all the necessary employees who conduct the daily business of the Institute.
  - YOU WILL NOT TAKE THE EXAM WITH THE REST OF YOUR CLASS DURING THE WEEK OF FINALS WHICH IS MAY 26, 2020 TO MAY 29, 2020. Your exams will be scheduled in the week of June 1, 2020 to June 5, 2020.
  - Because you did not take the finals during the scheduled week, your final grade for any class where you do not take the final exam will be registered as an "Incomplete" on May 29, 2020.
  - If you do not take the final on campus during the scheduled make up time, your start in the Summer term may be delayed. If you do not take the final or missed exam for two weeks following May 29, 2020, your grade will turn to a "No Credit" and you will have to repeat the course in its entirety.
  - Please note that due to the COVID-19 situation, we are limited with the number of people who can access our building at any given time and we cannot offer post-secondary instruction at this time, hence the need for scheduling.
  - You will follow all safety protocols to enter the building which includes temperature taking, universal masking and PPE, social distancing, hand cleaning, etc. You may be denied entrance if your temperature is considered in the red zone (see previous policy on temperature taking).

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- o Your final exam will cover the same material, but MAY not be the exact same test that was offered to your classmates via itslearning. It may also take another form, such as essay, short answer etc. to ensure the integrity of the process.
- o It should be noted this policy will apply for any other quiz or test that was offered in preparation of final exams.

It has been our intention to continue your education in these extraordinary times regarding COVID-19. We hope these protocols will make it easier for those of you who cannot access the necessary technology for remote learning. As the June term begins in alternative delivery remote instruction, such accommodations may continue.

Please continue to check COVID-19 policy update link on our website to stay informed:
https://pims.edu/covid-19-protocols-precautions-and-policies/

Sincerely,

Barry T. Lease

Dr. Barry T. Lease -Program Director