CDWG Case Resources for PSIs: Classroom Cases vs Exam Cases

Post-secondary institution (PSI) members have access to a pool of classroom and exam cases for use in their courses. The Case Development Working Group (CDWG) separates the pool of cases into two groups: classroom and exam cases to preserve the integrity of cases used for examination purposes. As a result, there are strict policies with respect to the use and distribution of cases.

	Classroom Cases	Exam Cases
Use	Classroom cases can be used for: • Assignments (in-class or take-home) • Classroom discussion • Examinations	Exam cases can be used for: • Examinations where marking rubrics or feedback are not provided to students (e.g., final exams)
Distribution	<u>Classroom use</u> Instructors have the flexibility to use these cases for both teaching and evaluation purposes. Instructors are permitted to: • Share brief notes on the case through a slide deck or handout • Distribute a marking rubric prepared by the instructor Instructors are **not** permitted to: • Share teaching notes or solutions Classroom cases can be used for examination purposes.	<u>Exam use</u> There are strict policies for the distribution of these cases for exam purposes only. *In-person exams* Instructors are expected to administer the exam with physical printed copies handed out in class. The question paper must be collected back at the end of the exam. Case responses must be non-disclosed. More specifically, the student responses cannot be retained in any manner whatsoever. Exams written on students' own laptops should block students from accessing other sites or applications while writing and also prevent subsequent downloads of student responses once submitted. *Online exams* Instructors can only share cases on a password-protected course page. Only a select number of exam-cases may be used in an online format, currently known as "COVID-19" exams. Note: Classroom cases used for examination purposes are not subject to these same restrictions. *Take-up of exams* Any take-up of the examination should be done orally (with no slides posted to the course homepage) and in the presence of the instructor with all students requested to put their phones away while reviewing their feedback. Instructors are **not** permitted to: • Share brief notes on the case through a slide deck or handout • Distribute the marking rubric • Share teaching notes
	It is strongly recommended that all the cases have their names changed (including characters) and all cases be shared only on **password-protected course sites**.	

Note: The current pool of available exam cases has diminished temporarily due to COVID-19. However, once more in-person classes and in-person examinations resume, more of the exam cases will be added back to the pool of exam cases.