**COVID-19 Announcement from TeacherStep e-Learning Courses**

During this challenging time in the world, our country, and our professional lives the TeacherStep team is determined to help all of the teachers taking our courses. The current policy (Pre-COVID-19) and the new policy (New COVID-19 Policy for Taking the Final Exam) are shown below. Starting immediately we are allowing the final exams to be taken without a proctor. Please note the revision no longer requires a proctor and proctor form, but instead requires students to add a statement on the final exam stating that you have followed the requirements of the course on your honor.

**Pre COVID-19 Policy for Taking the Final Exam**

\* All Modules must be completed in order before the Final Exam can be started.

\* You must take the Final Exam in the presence of a proctor. Failure to do so will void your submission.

\* The Final Exam is open book; access to internet resources is allowed.

\* You are strongly encouraged to use a word-processing application for your essay; see more below.

\* The Final Exam has a 2-hour time limit.

\* Students must complete final exam with a minimum score of 60% to earn course credit.

**New COVID-19 Policy for Taking the Final Exam**

\* All Modules must be completed in order before the Final Exam can be started.

\* You may take the Final Exam without the presence of a proctor. In your final exam essay, include the following statement "I have followed all the requirements of the course" Failure to do so will void your submission.

\* The Final Exam is open book; access to internet resources is allowed.

\* You are strongly encouraged to use a word-processing application for your essay; see more below.

\* The Final Exam has a 2-hour time limit.

\* Students must complete final exam with a minimum score of 60% to earn course credit.

\* Students must add the following statement on their final exam. "I have followed all the requirements of the course."