Dear Lecturers,

This memo contains a set of guidelines for conducting online exams for the Fall Semester, 2020-2021. Please ensure that you read and follow these guidelines carefully in order to maintain academic integrity and fairness. These guidelines are designed to help you set up and manage exams during the semester, and they include instructions on how to set up assignments, exam procedures, and handling of accommodations.

1. Setting up online assignments

- Ensure that all the necessary tools and resources are available to students before the exam.
- Provide clear instructions and guidelines for the assignment.
- Make sure that the assignment is submitted on time.
- Be available to answer any questions or concerns that students may have.

2. Exam procedures for lecturers

- Ensure that all students are aware of the exam format and procedures.
- Provide clear instructions on how to submit the exam.
- Be available to answer any questions or concerns that students may have.

3. Grades

- Ensure that all students are aware of the exam format and procedures.
- Provide clear instructions on how to submit the exam.
- Be available to answer any questions or concerns that students may have.

4. Academic regulations

- Ensure that all students are aware of the exam format and procedures.
- Provide clear instructions on how to submit the exam.
- Be available to answer any questions or concerns that students may have.

5. Technical support

- Ensure that all students are aware of the exam format and procedures.
- Provide clear instructions on how to submit the exam.
- Be available to answer any questions or concerns that students may have.

6. Conclusion

- Ensure that all students are aware of the exam format and procedures.
- Provide clear instructions on how to submit the exam.
- Be available to answer any questions or concerns that students may have.

Thank you for your cooperation in maintaining academic integrity.

Sincerely,
[Your Name]