

## FAIRNESS CHECKLIST FOR INSTRUCTORS

The following checklist can be used before a course begins, during a course, and following the end of a course. In considering these aspects of fairness, your course will align with transparency, consistency, and as a tool to use when considering fairness with requests from students.

### BEFORE THE COURSE BEGINS

Student in the course is aware of:	In Course Syllabus?	Posted on Brightspace?
grading scheme/percentage value for course assessments.		
dates/times for quizzes/tests/exams, if applicable.		
due dates for assignments/labs, if applicable.		
how quizzes/tests/exams will be delivered i.e., in-person/online.		
rubric for assignment(s), if applicable.		
make-up options for quizzes/tests/exams, if applicable.		
how to best to communicate with you and contact information.		
available resources and supports on campus with updated links.		
submitting an SDA (Student Declaration of Absence) and link, if applicable and outline of how it applies to course.		
the impact of a breach of academic integrity and process when suspected breach.		
outline of course policies (where reminders/announcements will be posted and what happens in event of a delay in class).		

## DURING THE COURSE

Fairness Standard	Yes	If No, Why?
If amendments required in course, has the course <a href="#">syllabus policy</a> been reviewed?		
Have timely announcements/reminders been provided in an accessible format (email, brightspace)?		
Have there been reminders on campus resources before assignments/ tests/exams?		

## EXTENSION REQUESTS/DEFERRALS DURING THE COURSE

Fairness Standard	Yes	If No, Why?
If there is an accommodation for the student, has it been accounted for?		
Has the decision been reached without bias?		
Was there consideration of all relevant information from the student, including the context of their request?		
Has the decision relied on existing course policies and procedures as outlined in the syllabus?		
In terms of fairness, if discretion has been exercised, can differences to previous decisions in similar matters be justified and explained?		
Has care been taken to ensure prompt communication of the decision?		

## FOLLOWING THE COURSE

Fairness Standard	No	Yes, What?
Were there any pinch points during the course, where students seemed to misunderstand the course assessments or requirements?		
Did you notice any trends during the course?		
Would you do anything differently?		