

Appendix 3: Rules and guidelines for remote assessment at the Faculty ITC

Version 19-6-2020

This document replaces the current Appendix 3 of the Rules and Regulations of the Examination Board for courses started from September 2019 onwards.

Due to the Corona crisis, most assessments of quartiles 3 and 4 of the academic year 2019-2020 will have to take place in an online mode. This document sets out the rules and guidelines for the remote assessments. It is approved by both the programme management of M-GEO and M-SE and the Examination Board for M-GEO and M-SE.

The M-GEO and M-SE programmes adopt the [Guidelines for remote assessment](#) defined by UT central, with some extra guiding principles laid down in this document.

For all tests

1. For online assessments, a reliable internet connection and video conferencing software have to be employed, to ensure a controlled environment for the assessment.
2. The standard rules for fraud, as defined in the EER and Rules and Regulations of the Examination Board, still apply.
3. The student has to provide proof of identity by showing his/her passport or other identity proving document via the webcam.
4. Every (digital and written) test should contain the following as a first question. The answer cannot be wrong, but ***the absence of an answer invalidates the test for summative use.***

- a. In case the test has an answer form:

Please read the following paragraph carefully and tick the box to acknowledge that you commit to it. To find more information, please consult this [website](#).

By testing you remotely in this fashion, we express our trust that you will adhere to the ethical standard of behaviour expected of you. This means that we trust you to answer the questions and perform the assignments in this test to the best of your own ability, without seeking or accepting the help of any source that is not explicitly allowed by the conditions of this test.

Please tick:

- b. In case the student submits his/her answer in his/her own sheet or format:

Please read the following paragraph carefully, and copy the text below it verbatim to your answer sheet. To find more information, please consult this [website](#).

By testing you remotely in this fashion, we express our trust that you will adhere to the ethical standard of behaviour expected of you. This means that we trust you to answer the questions and perform the assignments in this test to the best of your own ability, without seeking or accepting the help of any source that is not explicitly allowed by the conditions of this test.

Text to be copied: I will make this test to the best of my own ability, without seeking or accepting the help of any source not explicitly allowed by the conditions of the test.

5. All marks obtained in a digital test are preliminary until the Examiner has accepted them as the final marks to be put in SIS or Osiris.

- a. Each test or assignment should contain the following text to explain this to the students:

The marks obtained from a test will not be automatically registered as the official final marks. Instead, the marks first enter an intermediate stage of "preliminary marks", before becoming "final marks". The transition from a preliminary to a final mark requires the decision of the Examiner of the course, based on whether the outcome of this test is deemed reliable enough.

The Examiner may refrain from turning a preliminary mark into a final mark either on an individual basis or collectively, for the entire test. If a preliminary mark is not made final, this means that the test has (with hindsight) been formative and you will only get feedback, but no final test mark.

- b. In case the Examiner decides not to convert the preliminary mark to a final mark, an oral test will be offered, unless there is a proven case of fraud.

Scheduled online written tests

- 6. The Examination Board has a strong preference for written tests to be taken on-site, at the ITC Faculty or a joint education partner location. If this is not possible, the following principles apply for online written tests.**

7. Online written tests are only allowed for first test opportunities, not for later test opportunities (i.e. re-sits).
8. The Examiner has to offer a trial test situation to the students before the actual test, so that the student knows what to expect.
9. Online written tests have to be open book tests. If the Lockdown Browser is used, students should have access to the (digital) learning material during the test.
10. Online written tests have to be designed in a way that ensures as much as possible that students work by themselves. This can be done with personalised tests. If all students receive the same questions, use should be made of the Canvas options to present questions in a randomized order, posing one question at a time, and not allowing to revise answers of previous questions. In case of multiple-choice questions, the possible answers should also be presented in a randomized order.
11. As soon as possible after the online written test, but within two working days, the Examiner, together with another assessor, should do a quick oral check with randomly chosen students (10% of the student group approximately, with a minimum of 5 students, 5-10 minutes per student). The goal of this check is to get a first impression of the validity of the test results (e.g. by asking students to explain their answers). It should be made clear to students that the oral interviews are not used for adjusting the mark resulting from the written test.
12. Based on the quick oral check and the marking of the test, the Examiner can decide to investigate the validity of the test further.

The [Canvas course for staff](#) provides additional information on online assessment.

Handing in marked assignments made offline:

13. An oral test can be included, which consists of follow up questions on the assignment, to guarantee the authenticity of the assessment.
14. Plagiarism detection software has to be used to ensure that the assignment is not plagiarized.

MSc Research exam

15. The MSc Research exam at a distance consists of the following elements:
- a. Presentation of the MSc Research by the student: The student shall present his/her work digitally. The student shall be in the camera view during the presentation. Through viewing the student, body language can be assessed as this plays a role in the performance.
 - b. Oral defence: This part can take place in the same manner as described above.
 - c. Discussion by the TAB on the marking of the student: The student shall leave the video session, such that the members of the TAB can assess the student separately.
 - d. Feedback to the student: The student is reconnected to the video session, such that feedback can be provided to the student.