

For application for alternative assessment follow the procedure below:

Procedure proposal alternative assessment

1. Examiner sends proposal for alternative examination form and time (if applicable) to the Educational Coordinator Ewoud van Luik, E.P.vanLuik@tudelft.nl;
 2. Educational Coordinator bundles the proposal for period Q3/Q4 and sends them to the Examination Board;
 3. The Examination Board discusses the proposals in consultation with the Educational Coordinator and Educational director and makes a decision;
 4. All changes must be recorded by the Board of Examiners with a view to legal procedures and future reviews;
 5. The lecturer communicates to students about the exam as soon as possible, at least 4 working days prior to the exam.
- ❖ *For the proposal, give a clear description of alternative exam form. Preferably 5 lines/summary about:*
 - *Form & method of the test*
 - *Description of proctoring: In the sense of checking whether a student has made/understood it?*
 - *How do you prevent fraud.*
 - ❖ *Request will be processed as soon as possible and with a maximum of 7 days before the test. Urgent requests can be sent directly to Examination Board¹.*

In the meantime, the education board of 3mE is collecting multiple experiments / best practices for alternative assessment, based on the Q3 exams. These experiences will be shared as they become available.

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