

# Online examination standards for Q4 & Q5 2020

The following standards for online examination apply in addition to the existing rules in the OER and the Regulations of the Board of Examiners (BoE).

## Assessment method

1. The goal is to test the learning goals of your course in a similar way to the regular exam. Select your assessment method accordingly.
2. An overview of tools and methods for alternative examination is provided in the Best Practices Methods and Tooling document. The examples in this document have been approved by the Board of Examiners. In short, the following exams have been approved:
  - Open book exam;
  - Closed book exam;
  - Oral exam;
  - Assignment.For each exam, fitting fraud prevention methods need to be applied. These have been listed in a separate column.
3. The use of online proctoring/online surveillance (e.g. surveillance via webcam and a video conference tool) for examination is a final option, when no other viable, alternative examination is possible.  
In exceptional cases, permission may be granted by the Director of Studies and [BoE](#).

## Before the examination

### Norming and grading

4. All exams are assessed in accordance with existing assessment procedure. In exceptional cases, you can apply to the BoE in order to change grades to a pass / fail.

### Studiability

5. The assessment programme ensures a realistic and feasible exam schedule. To realise this, the following points must be observed:
  - Students must be informed as soon as possible and at least 4 working days prior the assessment about; type of examination, examination duration and submission time;
  - Prior to the exam students receive sample questions and;
  - Students should have the opportunity to log in and/or practice with the digital tooling. If applicable, students receive helpdesk contact info.

### Registration and extra time facilities

6. Students can register up to 14 calendar days before the start of the relevant exam. Students can submit a participation request for an exam from 14 until 3 calendar day before the date of the exam via Osiris. Only students who have registered 3 days before the exam, in Osiris, can participate. If students are too late for registration, there are no alternative options. They are aware of this.
7. Students with an 'extra time' statement receive extra time (10 minutes per hour of the exam). Please note: If the extra time statement is registered in Osiris after registration for the exam, students must submit their statement to the examiner.

## Communication students

8. If other than usual/ applicable to the exam tool: Students are informed as soon as possible about the registration for the exam.
9. Inform students that, if technical defects occur during the exam, they are responsible for collecting evidence (e.g. screenshot/ photo of technical defect with date and time).

### **Fraud**

10. Each exam starts with an integrity statement, to be signed by the student <sup>1</sup>( Best Practices Methods and Tooling document).

## **During the Exam**

### **Communication students**

11. Students are given the opportunity to ask questions during the exam.

### **Technical defects**

12. In cases of individual technical defect during the exam:
  - a. Light complications: (about 5 minutes): try to reassure the student, and if possible, give them some extra time.
  - b. Heavy complications: (more than 10 minutes): See above and you can call the student afterwards for a check (if in doubt). You can refer students to the [BoE](#) if they feel they were not able to properly take the exam.
13. In cases of wide-spread technical defects, or incidents which affect several or all students:
  - a Minor problems: improvise, reassure students, help them solve the problem
  - b serious problems: as above and inform/consult the [BoE](#).

## **After the exam**

### **Communication students**

14. Students receive a confirmation email after submitting their exam.

### **Fraud**

15. After each exam, 30% of students and up to 30 students, are called randomly for a check.
16. If fraud (e.g. sharing of answers, plagiarism) is suspected, report this to the [BoE](#). They will investigate and decide.

### **Norming and grading**

17. On the basis of the test results, the examiner can adjust the censure in accordance with the [assessment policy](#).

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<sup>1</sup> Mainly for the psychological effect: preventing fraud by appealing to students' integrity.

### Additional standards for online oral examination

18. Instead of two examiners one examiner may perform the online oral exam. In that case the online oral exam must be recorded. Do inform students in advance and record their agreement.
19. For online oral examination privacy rules and laws apply.