**PROCEDURE**

**Proposing changes in exams for online exams for Q4 & Q5 courses**

Because of covid-19, in many courses the form of examination must be modified in Q4 and Q5. In situations such as these, the Board of Examiners (BoE) may allow you to deviate from the agreed type of examination and method of assessment, e.g. to facilitate an online assessment.

Changes in examination include:

* 1. Changing the assessment’s method, e.g. written (open or closed book, paper, etc.)
	2. Changing multiple exams to fewer exams
	3. Adjusting the weighting of exams

This document describes the procedure for examiners to propose changes in their examination to the BoE. This is mandatory for all changes in examination method, without approval by the BoE a modified exam can be declared invalid.
Please use the standards for alternative assessment and Best Practices documents to make your proposal.

## **Procedure: Proposing Alternative Assessment For Written Examination**

1. No later than 2 weeks before the exam period the examiner sends the proposal form for alternative examination (see below) to Ewoud van Luik and Sabrina van de Velde (3mE Education organisation) and cc to Linette Bossen and Puk Sies.
2. BoE discusses the proposals in consultation with the Educational Coordinators and Educational director and makes a decision.
3. The examiner is informed of the decision by email.
4. The examiner informs students about the changed exam(s) as soon as possible, though at the very latest 4 working days prior to the exam.

Proposals will be processed and answered as soon as possible. Urgent requests can be sent to 3mE Education organisation and BoE.

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## **Proposal: Proposing Alternative Assessment Q4 & Q5**

Send proposal to: 3mE Education organisation and cc to R.H.Bossen@tudelft.nl and P.H.J.sies@tudelft.nl

## Please describe in email subject: **Proposing Alternative Assessment Q4 & Q5**

|  |  |
| --- | --- |
| Original exam date  |  |
| Responsible teacher |  |
| Course |  |
| Course code |  |
| Group size students |  |
| Original methods of assessment  | Choose an item. |
| Weighing original assessment (final grade) | …..% |
| If written exam: Alternative type of assessment/ proposed assessment | Choose an item. |
| If not written, short description of proposed alternative assessment/ proposed assessment. |  |
| Weighing alternative assessment (final grade) | …..% |
| If written exam, tool | Choose an item. |
| Fraud prevention measures | [x] Oath of integrity [[1]](#footnote-1)[x] Oral check after exam[[2]](#footnote-2) [ ] Plagiarism check[ ] Shuffled questions (The order of difficulty for questions must be the same for students)[ ] Parametrize questions[[3]](#footnote-3)[ ] Different versions of one question (level of difficulty must be the same)[ ] Shorter timeslot [ ] Use of several time slots for different questions[[4]](#footnote-4)[ ] Shuffling answers multiple choice [ ] Check handwritten explanations/ answers on similarity[[5]](#footnote-5)[ ] Written explanation is added to closed questions[ ] Webcam monitoring (motivate necessity):……………………………………………………………………………………[ ] Additional measures: (add short description):……………………………………………………………………………………. |
| Expectation management for students | [x]  Practice with example questions[[6]](#footnote-6) [ ]  Practice with exam procedure ( for example tooling and uploading scans) |
| Confirmation | [ ] Students receive confirmation email of submitted exam |

1. Oath of integrity: Mandatory Fraud Prevention [↑](#footnote-ref-1)
2. Oral check: Mandatory Fraud Prevention For Written Exams (no more than 30% of students, up to 30 students). [↑](#footnote-ref-2)
3. Parametrization: Ask students the same numerical question, but with different numbers, so they cannot exchange the numbers. [↑](#footnote-ref-3)
4. The assignment/ questions can be strictly timed or spread out over a longer time frame. If you use this fraud prevention please make sure that students have enough time depending on the difficulty level of each question. [↑](#footnote-ref-4)
5. Have students upload pictures of handwritten assignments. Allow them enough time to do this. [↑](#footnote-ref-5)
6. Mandatory: Prior to the exam students receive sample questions of the same type of questions they can expect on the exam. [↑](#footnote-ref-6)