

# 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:

- 1.1. Changing the assessment's method, e.g. written (open or closed book, paper, etc.)
- 1.2. Changing multiple exams to fewer exams
- 1.3. 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](#).

## Proposal: Proposing Alternative Assessment Q4 & Q5

Send proposal to: [3mE Education organisation](#) and cc to [R.H.Bossen@tudelft.nl](mailto:R.H.Bossen@tudelft.nl) and [a](#)

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

Original exam date	<a href="#">Q3</a>
Responsible teacher	<a href="#">Daniel Tam</a>
Course	<a href="#">Advanced Fluid Dynamics</a>
Course code	<a href="#">ME45042/ME45043</a>
Group size students	<a href="#">~120 for the initial exam, last year 60 students at the retake</a>
Original methods of assessment	<a href="#">Written exam</a>
Weighing original assessment (final grade)	<a href="#">65%</a>
If written exam: Alternative type of assessment/ proposed assessment	It is a retake of a core EPT class. Hence for fairness, I will not change the format. It will be a written exam, with 3 parts. The exam was already <b>open book</b> , so it will remain open book. Student will have to make pictures of their exam at the end of the exam. <b>There will not be sufficient oefen toest if the format is changed.</b>
If not written, short description of proposed alternative assessment/ proposed assessment.	
<b>Weighing alternative assessment (final grade)</b>	
If written exam, tool	Choose an item.
Fraud prevention measures	<input checked="" type="checkbox"/> Oath of integrity <sup>1</sup> Yes <input checked="" type="checkbox"/> Oral check after exam <sup>2</sup> Yes <input type="checkbox"/> Plagiarism check <input type="checkbox"/> Shuffled questions (The order of difficulty for questions must be the same for students)

<sup>1</sup> Oath of integrity: Mandatory Fraud Prevention

<sup>2</sup> Oral check: Mandatory Fraud Prevention For Written Exams (no more than 30% of students, up to 30 students).

	<input type="checkbox"/> Parametrize questions <sup>3</sup>  <input type="checkbox"/> Different versions of one question (level of difficulty must be the same) Yes <input type="checkbox"/> Shorter timeslot <input type="checkbox"/> Use of several time slots for different questions <sup>4</sup> <input type="checkbox"/> Shuffling answers multiple choice <input type="checkbox"/> Check handwritten explanations/ answers on similarity <sup>5</sup> <input type="checkbox"/> Written explanation is added to closed questions <input type="checkbox"/> Webcam monitoring (motivate necessity): Yes, the exam is long but there are not many questions. With no monitoring, there is ample time for in-depth communication between the students, and writing of the answers. (Time required to write answers is short) <input type="checkbox"/> Additional measures: (add short description): <b>The proctoring will be done through zoom, by splitting the registered students in groups of 20, and having one person (PhD student) proctor 20 students. There will be 3 different versions of the final given out with different questions and different notations.</b>
Expectation management for students	<input checked="" type="checkbox"/> Practice with example questions <sup>6</sup> <input type="checkbox"/> Practice with exam procedure ( for example tooling and uploading scans)
Confirmation	<input type="checkbox"/> <b>Students receive confirmation email of submitted exam</b>

<sup>3</sup> Parametrization: Ask students the same numerical question, but with different numbers, so they cannot exchange the numbers.

<sup>4</sup> 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.

<sup>5</sup> Have students upload pictures of handwritten assignments. Allow them enough time to do this.

<sup>6</sup> Mandatory: Prior to the exam students receive sample questions of the same type of questions they can expect on the exam.