**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](mailto:onderwijsorganisatie-3mE@tudelft.nl)) and cc to [Linette Bossen](mailto:R.H.Bossen@tudelft.nl) and [Puk Sies](mailto:P.H.J.sies@tudelft.nl).
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](mailto:onderwijsorganisatie-3mE@tudelft.nl) and [BoE](mailto:boardofexaminers-3mE@tudelft.nl).

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

Send proposal to: [3mE Education organisation](mailto:onderwijsorganisatie-3mE@tudelft.nl) and cc to [R.H.Bossen@tudelft.nl](mailto:R.H.Bossen@tudelft.nl) and [P.H.J.sies@tudelft.nl](mailto:P.H.J.sies@tudelft.nl)

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

|  |  |
| --- | --- |
| Original exam date | 3rd July |
| Responsible  teacher | Dr. Yaiza Gonzalez-Garcia |
| Course | MS43805 |
| Course code | Material and Fabrication Factors in Marine Structures |
| Group size students | < 10 |
| Original methods of assessment | Written exam closed book |
| Weighing original assessment (final grade) | 60 % (40% is a report assignment) |
| If written exam: Alternative type of assessment/ proposed assessment | Written exam closed book |
| If not written, short description of proposed alternative assessment/ proposed assessment. | Students will submit hand-written answers (pdf). |
| Weighing alternative assessment (final grade) | 60 % |
| If written exam, tool | Choose an item. |
| Fraud prevention measures | Oath of integrity [[1]](#footnote-1)  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): *Since the examen is closed book, it is convenient to monitor the student’s actions.*  Additional measures: (add short description): ……………………………………………………………………………………. |
| Expectation management for students | 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 |

**Further Explanation**

**Type of exam:** Written Closed Book

## **Expected Number of students:** 8-9

## **Number of questions**: 4 - 6 (to be completed in ~3 h without counting time of submission,…)

**Procedure**

Students will connect via YouSeeU – To monitor their activity

(To be checked) The set of questions will be uploaded in Brightspace Assignment.

Students will write answers on paper. The hand-written answers will be uploaded In the Assignment in pdf format .

**For the case of Numerical Questions**. Several versions with different numbers.

Equations list will be provided

**Oath of Integrity**

Name of the Student:

Student Number:

Phone number or Skype username:

Oath:

*“I promise that I will not use unauthorized help from people or other sources during my exam. I will create the answers on my own and I will create them only during the allocated exam time slots. I will not help other students with their exam”*

Signature/Initials:

**Fraud control:**

- Oath of Integrity

- Oral check after the exam

- Parametrize questions (numerical questions)

- Webcam monitoring

- Check handwriting and comparison of answers

**Confirmation:**

- We will send short email to the students confirming the reception of their answer sheets.(if we use Brightspace Assignments- this message is sent automatically by the system)

**Preparation for the exam:**

- We will provide examples of exam questions

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)