**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 | July 2, 2020  (This is not planned in OSIRIS, as we usually have oral exams spanning two days in early July. Students have been informed in the beginning of the course that the exam will take place either on July 1 or July 2. We still need to find a suitable time slot on these days that would work for every student. As a result, we are aiming for July 2, 2020 with the online exam.) |
| Responsible  teacher | Tamas Keviczky  Giulia Giordano |
| Course | Networked and Distributed Control Systems |
| Course code | SC42100 |
| Group size students | ~90 |
| Original methods of assessment | Oral exam |
| Weighing original assessment (final grade) | 50 % |
| If written exam: Alternative type of assessment/ proposed assessment | Choose an item. |
| If not written, short description of proposed alternative assessment/ proposed assessment. | We would like to use the built-in 'Online test' option that Ans provides for a short closed-book exam (40 minutes, 8 questions). Here, students enter the questions in a very similar way as they would normally do for a paper exam. There are also options to shuffle the order of questions. When the exam begins, students get access to an online form with a 'rich text editor' box per question. In such a box a student can:  - type answers (including LaTeX if they want, and there is a 'formula editor' for the ones that are not familiar);  - use an 'Upload image'-button to insert images to the answer box;  - click a 'Webcam' button to directly record a picture of a piece of paper using their webcam.  We expect most students to answer the questions on paper and upload/record a picture of it. Grading of answers is then very similar as the review process for a paper exam using Ans.  Students will also be required to participate in a zoom session while taking the online test, for online proctoring purposes. They are asked to hand in a 'Statement of integrity' in the week before the exam. |
| Weighing alternative assessment (final grade) | 50 %  (The other 50% comes from a written assignment, which remains unchanged compares to previous years.) |
| If written exam, tool | ANS |
| 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):  The exam questions will be very similar to the closed-book type questions we normally ask during the oral exam, so we need to be able to monitor if students are using external aids, such as lecture slides or other forms of communication.  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 |

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)