

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 and P.H.J.sies@tudelft.nl

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

Original exam date	April 16, 2020
Responsible teacher	Raf Van de Plas
Course	Signaalanalyse
Course code	WB2235
Group size students	More than 1000 students registered on Brightspace, with 777 students registered for the April 16-exam.
Original methods of assessment	Written exam closed book
Weighing original assessment (final grade)	100%
If written exam: Alternative type of assessment/ proposed assessment	<p>Written exam closed book.</p> <p>The WB2235 exams will take place as an online digital exam in the Ans system (http://ans-delft.nl).</p> <p>Description to students: “The types of questions in this digital exam will follow the overall structure of previous paper exams. During the exam, you are allowed to use a non-graphical calculator and the formula sheet provided with the course material. The use of any other materials is not permitted.</p> <p>To answer a question, please write your answer on a piece of (blank, checkered, or lined) paper and upload a picture of your hand-written answer to the answer box in Ans. Please use the ‘Image’ or ‘Webcam’ buttons, not the ‘File’ button. The responsibility for providing a readable and complete picture lies with the student. Only what is present and readable in the picture will be graded. Alternatively, you are also allowed to type your answer directly into the answer box, making use of the built-in equation editor.</p> <p>To try out this new exam format before the actual exam takes place, an old exam (Jun 2019) has been made available in the same online digital form that will be used for the exams on May 28 and Jun 24 (see above).</p> <p>Any technical issues can be reported on the Piazza-forum.”</p>
If not written, short description of proposed alternative	

assessment/ proposed assessment.	
Weighing alternative assessment (final grade)	100%
If written exam, tool	ANS
Fraud prevention measures	<input checked="" type="checkbox"/> Oath of integrity ¹ <i>("In addition to registering in Osiris, the student needs to upload a hand-written integrity statement. Both have to be done before May 24 at 23:59 for the May 28-exam." Identical approach for the Jun 24-exam.)</i> <input checked="" type="checkbox"/> Oral check after exam ² <i>("We will contact a random subset of students post-exam to walk us through their answers. This will be done using the phone or skype details provided in the integrity statement. Students are obliged to remain reachable for three hours after the exam closes. To ensure privacy, contact details will be purged from the system afterwards.")</i> <input checked="" type="checkbox"/> Plagiarism check <i>("The exam answers will be checked for duplication, plagiarism, and fraud. Any irregularities will be reported to the Board of Examiners for invalidation of the exam.")</i> <input type="checkbox"/> Shuffled questions (The order of difficulty for questions must be the same for students) <input type="checkbox"/> Parametrize questions ³ <input type="checkbox"/> Different versions of one question (level of difficulty must be the same) <input type="checkbox"/> Shorter timeslot <input type="checkbox"/> Use of several time slots for different questions ⁴ <input type="checkbox"/> Shuffling answers multiple choice <input checked="" type="checkbox"/> Check handwritten explanations/ answers on similarity ⁵ <input checked="" type="checkbox"/> Written explanation is added to closed questions <i>("When asked to justify an answer or determine something, make sure to write down all major steps of your argument and/or derivation. Correct answers with missing (or grossly incorrect) arguments and/or derivations will not be given any points unless something else is stated in the problem.")</i> <input type="checkbox"/> Webcam monitoring (motivate necessity): <input type="checkbox"/> Additional measures: (add short description):

¹ Oath of integrity: Mandatory Fraud Prevention

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

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

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.

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

Expectation management for students	<input checked="" type="checkbox"/> Practice with example questions ⁶ <i>(Nine sets of old exams with answers have been available on Brightspace for several weeks.)</i> <input checked="" type="checkbox"/> Practice with exam procedure (for example tooling and uploading scans) <i>(“To try out this new exam format before the actual exam takes place, an old exam (Jun 2019) has been made available in the same online digital form that will be used for the exams on May 28 and Jun 24 (see above).</i> <i>Please use the try-out exam, labeled “Try-out Exam WB2235 Signaalanalyse (old Jun 2019 exam)”, to check your computer setup and to verify your ability to answer questions by uploading pictures and/or typing. Please also experiment with the visual settings of the test environment (e.g. font size, high contrast mode, etc.). Unlike the actual exam, you can attempt the try-out exam multiple times. A try-out exam attempt is also immediately ‘published’ so you can check out the quality of your uploaded pictures and see what the reviewer gets to see.”)</i>
Confirmation	<input type="checkbox"/> Students receive confirmation email of submitted exam <i>(After completing the assignment, students can see a submission confirmation in the Ans environment.)</i>

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