

# 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 [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	<a href="#">Tuesday, June 23, 2020</a>
Responsible teacher	<a href="#">JL Herder</a>
Course	<a href="#">Precision Mechanism Design</a>
Course code	<a href="#">ME46015</a>
Group size students	<a href="#">50</a>
Original methods of assessment	<a href="#">Written exam open book</a>
Weighing original assessment (final grade)	<a href="#">...50..%</a>
If written exam: Alternative type of assessment/ proposed assessment	<a href="#">Written exam open book</a>
If not written, short description of proposed alternative assessment/ proposed assessment.	
Weighing alternative assessment (final grade)	<a href="#">...50..%</a>
If written exam, tool	<a href="#">Maple T.A.</a>
Fraud prevention measures	<input checked="" type="checkbox"/> Oath of integrity <sup>1</sup> <input checked="" type="checkbox"/> Oral check after exam <sup>2</sup> <input checked="" type="checkbox"/> Plagiarism check <input type="checkbox"/> Shuffled questions (The order of difficulty for questions must be the same for students) <input type="checkbox"/> Parametrize questions <sup>3</sup> <input type="checkbox"/> Different versions of one question (level of difficulty must be the same) <input type="checkbox"/> Shorter timeslot

<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).

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

	<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"/> Additional measures: (add short description): .....
Expectation management for students	<input checked="" type="checkbox"/> Practice with example questions <sup>6</sup> <input checked="" type="checkbox"/> Practice with exam procedure ( for example tooling and uploading scans)
Confirmation	<input checked="" type="checkbox"/> Students receive confirmation email of submitted exam

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<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.