



University
of Dundee

Online Exams Policy and Procedural Guidelines 2022/23

Remote Online Exams Policy and Procedural Guidelines

1. Introduction

1.1 This document outlines the policy and procedural guidelines for the delivery and conduct of online exams and invigilated online course work for 2022/23 to reflect the broader range of exam delivery options available as we return to campus-based teaching.

1.1.1 **Remote online exams** are timetabled, by the Examinations Office, in the University's exam diets and delivered in dedicated exam modules in My Dundee, except where this may be restricted due to third party licensing issues. Remote online exams as defined in the [Online Assessment Taxonomy](#) may either be a

- Tutor marked assessment (TMA) submitted via Turnitin or as a Blackboard Assignment
- Computer marked assessment (CMA) completed via Questionmark OnDemand (QMOD), Blackboard Tests or Möbius. Some may however be created by and/or delivered via third party publishers such as Pearson, or external assessment platforms.

1.1.2 **Invigilated online exams** are timetabled, by the Examinations Office, in the University's exam diets and delivered in person on campus on a University managed device. Invigilated online exams as defined in the [Online Assessment Taxonomy](#) may either be a

- Tutor marked assessment (TMA) completed via ExamOnline (EOL). Some may however be delivered via external assessment platforms.
- Computer marked assessment (CMA) completed via Questionmark OnDemand (QMOD). Some may however be delivered via external assessment platforms managed by bodies such as the Medical Schools Assessment Alliance.

1.1.3 **Invigilated coursework** is timetabled, by Schools, throughout the academic year and delivered in person on campus on a University managed device. Invigilated coursework as defined in the [Online Assessment Taxonomy](#) may either be a

- Tutor marked assessment (TMA) completed via ExamOnline (EOL). Some may however be delivered via external assessment platforms.
- Computer marked assessment (CMA) completed via Questionmark OnDemand (QMOD). Some may however be delivered via external assessment platforms.

1.2 The policy and procedural guidelines described here are based on the principles that assessments presented to students digitally will be accurate, confidential, fair, reliable, and secure. All online assessments are subject to the [University Assessment Policy for Taught Provision](#). Schools must ensure that proposed assessment arrangements will be technically feasible, accessible to students residing across different time zones if delivered remotely, provide reasonable adjustments for disabled students and supported on the day.

- 1.3 Schools and individual lecturers can seek further information and advice on online exams from the [Assessment section of the Digital Education Resources knowledgebase](#). Where Schools or individual members of staff choose to use tools or approaches not explicitly referenced in these guidelines it is their responsibility to adhere to the principles within this document.

2. Development of assessments and guidance to students

- 2.1 Following several years of remote online exam delivery necessitated by Covid-19 public health measures, online exams in 22/23 can return to being campus-based. Similarly, invigilated online course work (class tests) which were commonly run pre-Covid and supported by the Assessment team can be re-introduced. Remote online open book exams can also continue to be run where appropriate.
- 2.2 Online assessments should be carefully designed and aligned with module and programme learning outcomes, Scottish Credit and Qualifications Framework (SCQF) level descriptors and relevant professional body requirements. Care should be taken in the design of objective tests comprising multiple choice or multiple response questions to ensure that a sufficient quantity and quality of distracters are used. Negatively worded questions should be avoided. Negative marking may be used. It is important that the marking regime used (including scoring rules for individual questions) is made clear to the students in advance of any assessment.
- 2.3 Information about the format and type of online exams together with details of marking criteria and how they will be conducted should be communicated to students. Schools should also ensure that their students are familiar with the tool, system, or delivery platform to be used. It is recommended that opportunities for students to familiarise themselves with the relevant tool or assessment platform be provided through the provision of a practice test, formative assessment, or course work assessment of a similar format, incorporating question types and content relevant to the specific module of study.
- 2.4 The University has a duty to anticipate the needs of disabled students and to promote equality of opportunity. Alternative assessments or additional arrangements and time may therefore need to be in place to support and accommodate students with reasonable adjustments. The University's assessment systems are designed to be as accessible as possible to disabled students and to be compliant with most assistive technology.
- 2.5 Reasonable adjustments to the assessment process are identified by Disability Services and communicated to School Disability Support Officers (DSOs) following individual needs assessments with students, in line with the University's policy on the provision of academic-related adjustments. Further information is available from [Disability Services](#).

3. Assessment timing and scheduling

- 3.1 Remote and invigilated online exams in 22/23 will be scheduled and published in the University examination timetable by the Examinations Office.

3.2 Tutor marked remote online exams

- 3.2.1 The standard duration of assessment window for a tutor marked remote online exam to be accessed, completed, and submitted is 6 hours, commencing at 10:00 UK time. For students who have reasonable adjustments with a recommendation for additional time, Schools must take responsibility for accommodating this.
- 3.2.2 In exceptional circumstances, where there are explicit needs identified due to PSRB requirements, shorter duration of assessment windows may be permitted. In these cases, documentation provided by the PSRB confirming their requirement must be provided to the Examinations Manager.
- 3.2.3 A tutor marked remote online exam should typically take 2 or 3 hours for a student to complete. Explicit instruction and guidance on the duration of an exam and the time effort to complete a written exam must be communicated to students.

3.3 Computer marked remote online exams

- 3.3.1 Computer marked remote online exams should be no longer than 3 hours in duration. These should be completed within the standard 6-hour duration of assessment window, commencing at 10:00 UK time. For students who have reasonable adjustments with a recommendation for additional time, the Assessment team will check eVision for up-to-date information immediately prior to scheduling a QMOD exam and ensure any additional time is applied. For Blackboard Tests, Möbius or third-party assessment platforms, Schools must take responsibility for scheduling any additional time.
- 3.3.2 A shorter duration of assessment window for a computer marked assessment may be accommodated in exceptional circumstances where this a requirement of a PSRB. Where this is the case documentation provided by the PSRB confirming their requirement must be provided to the Examinations Manager. Students with additional time requirements due to disability adjustments should still have these applied to their exam in these cases.

3.4 Tutor marked invigilated online exams

- 3.4.1 Tutor marked invigilated online exams should be no longer than 3 hours in duration. For students with a reasonable adjustment recommending additional time, the Assessment team will check eVision for up-to-date information immediately prior to scheduling an exam and ensure any additional time is applied.
- 3.4.2 Explicit instruction and guidance on the duration of an exam and the time effort to complete the exam must be communicated to students.

3.5 Computer marked invigilated online exams

- 3.5.1 Computer marked invigilated online exams should be no longer than 3 hours in duration. For students with a reasonable adjustment recommending additional time, the Assessment team will check eVision for up-to-date information immediately prior to scheduling an exam and ensure any additional time is applied.
- 3.5.2 Explicit instruction and guidance on the duration of an exam and the time effort to complete the exam must be communicated to students.
- 3.6 All invigilated coursework taking place outwith the University exam diet should be timetabled and organised by Schools. This includes booking the required IT suite(s) through [Room Bookings](#) ensuring 5% spare PCs with a minimum of 2 spare per IT suite. IT suites should be booked for an additional 30 minutes before the coursework is scheduled to start and 30 minutes after it is scheduled to finish.

4. Assessment set-up

4.1 Remote online exams

- 4.1.1 Tutor marked remote online exams must be set up using Turnitin or Blackboard Assignment, and computer marked remote online exams using QMOD, Blackboard Tests, or Möbius. Other exam platforms which may be used to deliver remote online exams are not centrally supported.
- 4.1.2 Remote online exams scheduled in the University exam diet will be accessed via dedicated exam modules in My Dundee (Blackboard) except where third party tools make this unfeasible.
- 4.1.3 Information provided by Schools about the type of exam will be used to create the standardised exam modules in My Dundee.
- 4.1.4 Where remote online exams are not taking place in the exam diet or where there may be any late adjustments, the [Remote Online Exam Request](#) form should be completed to ensure the creation of an exam module.
- 4.1.5 **All** QMOD remote online exams **must** be registered individually using the [Questionmark Request Form](#) as detailed information is required to ensure that each exam is setup and scheduled correctly by the Assessment team.
- 4.1.6 The deadline for submission of exam papers to be created in QMOD by the Assessment team will typically be 5-6 weeks before the start of the exam diet and will be communicated at the start of each semester.
- 4.1.7 Exam module enrolments will be taken from SITS including any EDP (Extended Due Performance) students registered against the module at the time of creation.
- 4.1.8 Once the exam modules are created and delivered to Schools, the module leaders/Schools will be responsible for customising the information, setting up the

exams (release dates/times etc.), and communicating with and releasing them to students for practice and for the live exam. Full instructions will be provided inside the exam module templates to guide final configuration by the module leaders. Schools should refer to the Examinations Office for the timetabling information that will enable them to complete the configuration of their exams.

- 4.1.9 Modules will not be configured specifically for each remote tutor marked online exam, including uploading exam papers, setting release dates etc. – this is the responsibility of the owning School. For QMOD exams, the Assessment team will publish and schedule the practice and live exam to students for the timetabled date/time.
- 4.1.10 Module leads have a responsibility to peer review and check remote online exams for accuracy of content, scoring, spelling, punctuation and to avoid potential ambiguity.

4.2 Invigilated online exams

- 4.2.1 Tutor marked invigilated online exams will be set up and delivered using EOL, and computer marked invigilated online exams using QMOD. Other exam platforms which may be used to deliver invigilated online exams provided by third party publishers or bodies such as the Medical Schools Council Assessment Alliance are not centrally supported.
- 4.2.2 Invigilated online exams scheduled in the University exam diet will be delivered in person on campus on a University managed device via dedicated exam accounts.
- 4.2.3 **All** invigilated online exams **must** be registered individually using either the [ExamOnline Request Form](#) (for TMAs) or the [Questionmark Request Form](#) (for CMAs) as detailed information is required to ensure that each exam is setup and scheduled correctly by the Assessment team.
- 4.2.4 The deadline for submission of exam papers to be created by the Assessment team will typically be 5-6 weeks before the start of the exam diet and will be communicated at the start of each semester.
- 4.2.5 For invigilated TMAs, the Assessment team will schedule the exam to students for the timetabled date/time. For invigilated CMAs, the Assessment team will publish and schedule the practice and live exam to students for the timetabled date/time.
- 4.2.6 Module leads have a responsibility to peer review and check all online exams for accuracy of content, scoring, spelling, punctuation and to avoid potential ambiguity.

4.3 Invigilated coursework

- 4.3.1 Tutor marked invigilated coursework will be set up and delivered using EOL, and computer marked invigilated coursework using QMOD. Other platforms which may be used to deliver invigilated coursework are not centrally supported.

- 4.3.2 Invigilated coursework scheduled throughout the academic year will be delivered in person on campus on a University managed device via dedicated exam accounts.
- 4.3.3 **All** invigilated coursework **must** be registered individually using either the [ExamOnline Request Form](#) (for TMAs) or the [Questionmark Request Form](#) (for CMAs) as detailed information is required to ensure that each assessment is setup and scheduled correctly by the Assessment team.
- 4.3.4 Coursework papers to be created by the Assessment team should be securely shared at least 3 weeks prior to the date of the assessment.
- 4.3.5 For invigilated TMAs, the Assessment team will schedule the coursework to students for the timetabled date/time. For invigilated CMAs, the Assessment team will publish and schedule the practice and live coursework to students for the timetabled date/time.
- 4.3.6 Module leads have a responsibility to check all coursework created by the Assessment team for accuracy of content, scoring, spelling, punctuation and to avoid potential ambiguity.

5. Assessment delivery

- 5.1 Students must be provided with clear instructions on how to access, complete and submit their online exams. This includes details of communication channels in place to support students with queries relating to assessment issues and technical problems.
- 5.2 It is the responsibility of Schools to ensure that their students are familiar with the assessment platform to be used, particularly prior to undertaking an exam. It is recommended that opportunities for students to familiarise themselves with the relevant assessment platform be provided through the provision of a practice assessment of a similar format, incorporating question types and content relevant to the specific module of study.
- 5.3 Invigilation of coursework and exams should be carried out with due diligence. Invigilation must adhere to the [University of Dundee Regulations for the Conduct of Examinations](#).
 - 5.3.1 Individuals appointed to invigilate online examinations must familiarise themselves with both the responsibilities of invigilating a campus-based online examination and support mechanisms. Relevant information will be made available by the Assessment team.
 - 5.3.2 For all remote and invigilated exams Schools must ensure there is a named subject matter expert that students and Professional Services (Assessment team, Digital Technology Services, Examinations Office) can contact during office hours for every exam.

- 5.4 During a remote online exam students and staff can access Help4U including the live chat portal within advertised support hours. Troubleshooting guides and relevant support information will also be linked to from all exam modules.
- 5.5 During an invigilated exam/coursework, the Assessment team will be in attendance (where possible) and on-call to ensure that any issues that arise with the QMOD or EOL assessment platforms are dealt with promptly.
- 5.5.1 Where technical issues are encountered with one of the centrally supported online assessment platforms, the Assessment team will record and report on these where possible and ensure details are made available to the Schools. Issues encountered will also be reported to the Examinations Office.
- 5.6 For tutor marked remote online exams students should submit the final version of their script once they have completed the assessment and within the published timeframe of the assessment window. Late submissions will be treated according to the [University's Assessment Policy for Taught Provision](#). Exam scripts submitted up-to 15 minutes late will occur no penalty. Students submitting between 15 and 60 minutes late must submit a [mitigating circumstances form](#) explaining why it was late. If this is upheld the paper will be marked without penalty. No script will be accepted and marked over 60 minutes late.

6. Technical Issues

- 6.1 In the event of technical problems or system failure at network level, there may be a requirement to reschedule exams or extend submission dates. The details of any exam irregularity must be reported to the Examinations Manager, Registry.

6.2 Remote online exams

- 6.2.1 Students experiencing issues with a remote online exam can use the [Online Exam Troubleshooting](#) form (or the [Questionmark Troubleshooting](#) form specifically for QMOD exams) to help resolve the issue or report the issue to the Assessment team / Digital Technology Services. Staff can report any major technical issues through Help4u.
- 6.2.2 Relevant software vendors will be contacted where appropriate, and information will be communicated to the affected users.
- 6.2.3 For each tutor marked remote online exam a backup submission process should be defined, e.g. an alternative submission point using a different assessment platform or a specified e-mail address.

6.3 Invigilated online coursework/exams

- 6.3.1 Any technical issues with QMOD or EOL should be reported to the Assessment team. Any technical issues relating to the workstations or network should be reported to Digital Technology Services.
- 6.3.2 Should an individual PC have a technical issue during an exam, the student should be relocated to one of the spare PCs and allowed to resume/restart the exam. The invigilators should record details of this ensuring the Registry Examination Attendance Register is updated for the candidate to detail the new desk number and ensure that this is also reported and detailed in the Invigilation Notes.
- 6.3.3 In the event of complete system failure prior to the start of an examination which renders it impossible for students to launch the assessment, the Assessment team will contact the relevant software vendor to attempt to resolve the problem. If the issue cannot be resolved within 30 minutes the exam may have to be postponed until the problem can be fully diagnosed and rectified.
- 6.3.4 Should the system fail during or after an invigilated exam, rendering it impossible to transmit answer data to the server, the Assessment team and Digital Technology Services should attempt (where software permits) to recover the submission file from the local PC.

7. Academic Integrity

- 7.1 Identification or proctoring technology will not normally be used in time-limited remote online exams.
- 7.2 Each remote online Exam Module/question paper will include the following statement to remind students that in completing the exam, academic integrity must be maintained.

We are treating this remote online examination as a time-limited open assessment, and you are therefore permitted to refer to written and online materials to aid you in your answers.

However, you must ensure that the work you submit is entirely your own (using conventional referencing), and for the whole time the assessment is live you must not:

- communicate with departmental staff on the topic of the assessment (other than to highlight an error or issue with the assessment which needs amendment or clarification).*
- communicate with other students on the topic of this assessment.*
- use the academic and/or disability support services, such as the Academic Skills Centre, English for International Students and/or Disability Services. (The only exception to this will be for those students who have been recommended an exam support worker in a Student Support Plan. If this applies to you, you are*

advised to contact Disability Services as soon as possible to discuss the necessary arrangements.)

- *seek advice or contribution from any third party, including proof-readers, friends, or family members.*

We expect, and trust, that all our students will seek to maintain the integrity of the assessment, and of their award, through ensuring that these instructions are strictly followed. Failure to adhere to these requirements will be considered a breach of the Academic Misconduct regulations, where the offences of plagiarism, breach/cheating, collusion and commissioning are relevant - see section 2 in the [University Code of Practice on Academic Misconduct by Students](#).

- 7.3 Additionally, Schools may also wish to ask their students sitting a remote online exam to confirm the following declaration:

I have read the and understood the University's rules on academic dishonesty and plagiarism and am aware of the consequences which may follow if I breach those rules.

I declare this submission is entirely my own work and that I have not collaborated with any third party or used the services of any agency or person providing model or ghostwritten work in the preparation and submission of this assessment. Neither have I given assistance in providing answers or information to other candidates submitting work for this assessment.

I understand that in exceptional circumstances the University may require me to participate in and oral examination if they have concerns about the authorship of this submission.

This may be particularly appropriate where there are PSRB requirements.

- 7.4 The University views cheating, acting dishonestly and/or collusion in any assessment as serious disciplinary offences that may result in disciplinary actions. Students who are suspected of academic misconduct will be referred to the University's Academic Misconduct Procedures.

8. Copyright

- 8.1 The use of copyright material in online exams is permissible, with the exception of reprographic copies of musical work. A photocopy or digitised copy may be used within an examination and can form part of the paper itself or be issued to students as a separate item. It should be noted that even when this exception applies, use of the work must be accompanied by a full citation of title and author except where this is impractical or otherwise impossible.

University of Dundee

Nethergate

Dundee

DD1 4HN

t: +44 (0)1382 383000 e:

dundee.ac.uk

Online Assessment Taxonomy

The University of Dundee [Assessment Policy for Taught Provision](#) states in section 1.6 that assessment tasks within higher education can take a wide variety of forms, they are commonly understood to serve 3 distinct functions: diagnostic, formative or summative. These are described by the QAA (<http://www.qaa.ac.uk/about-us/glossary>) as follows:

- Diagnostic assessment: Evaluation of how well a learner is prepared for a given programme or unit of study within it, identifying any strengths, gaps in knowledge, or shortfall in necessary understanding and skills.
- Formative assessment: Feedback on students' performance, designed to help them learn more effectively and find ways to maintain and improve their progress. It does not contribute to the final mark, grade or class of degree awarded to the student.
- Summative assessment: Formal assessment of students' work, contributing to the final result.

Although these describe quite different functions of assessment, in practice, any assessment task may serve more than one function. For example, the emphasis within much coursework may be formative assessment but it will generally also contribute towards a summative statement of achievement. Likewise, the results of summative assessment can be used in a formative manner to indicate to students how to improve on their current performance.

It is recognised that many different types of assessment are adopted across the University and a wide range of terms are used to label and describe these. Amidst this variety there is a need to be mindful of the associated management and administrative processes and workflows that underpin assessment delivery whilst also ensuring that policies are appropriately applied. Consistency is critical here, for example, applying reasonable adjustments and additional time to students with disabilities. As assessment terminology has proliferated this consistency has at times wavered resulting in a lack of alignment with policy. This has been problematic in some cases leading to student appeals and in turn an internal review which resulted in the development of a University Online Assessment Taxonomy.

As we return to campus-based teaching following two years of disruption due to Covid-19 public health measures this taxonomy has been reviewed again to reflect a return to invigilated campus-based online exams and online course work. The taxonomy continues to seek to align with the terminology used in our QAS processes and stands alongside the online exams policy and procedural guidelines for 2022/23. It also categorises our assessment approaches in an effort to support the efficient use of resources, to help with workflow design and policy alignment. The taxonomy also plays a key role in fostering consistency in the description of assessments in student facing guidance and materials and assessment experience.

The online assessment taxonomy covers both formative and summative assessment types and covers both coursework and exams. It also includes in-person exams which are observational such as OSCEs which are typically marked electronically by a tutor on an iPad.

	FORMATIVE ASSESSMENT	SUMMATIVE ASSESSMENT							
		COURSEWORK		INVIGILATED COURSEWORK		REMOTE ONLINE EXAM		INVIGILATED ONLINE EXAM	
	Tutor/Computer Marked	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)
Example Types	Quiz, Exercise, Draft Report, Homework, Journal	Assignment, Dissertation, Essay, Fieldwork, Practical, Presentation, Report	Test, Class Test	Written Class Test	Test, Class Test	Written Exam	MCQ Style Exam (occasionally includes short answer questions)	Written Exam, OSCE, Spot Test, Laboratory Tests	MCQ Style Exam (occasionally includes short answer questions)
Status	Optional	Compulsory	Compulsory	Compulsory	Compulsory	Compulsory	Compulsory	Compulsory	Compulsory
Organisation & Timetabling	Module team	Module team	Module team	Module team / School	Module team / School	Examinations Office	Examinations Office	Examinations Office / Module team / School	Examinations Office
Set-up, Scheduling & Management	Module team Assessment team (QMOD)	Module team	Module team Assessment team (QMOD)	Module team Assessment team (EoL)	Module team Assessment team (QMOD)	Module team Full contact details of named subject matter expert to be detailed in the exam module	Module team Assessment team (QMOD) Full contact details of named subject matter expert to be detailed in the exam module	Assessment team (EOL) Module team / School	Assessment team (QMOD)

	FORMATIVE ASSESSMENT	SUMMATIVE ASSESSMENT							
		COURSEWORK		INVIGILATED COURSEWORK		REMOTE ONLINE EXAM		INVIGILATED ONLINE EXAM	
	Tutor/Computer Marked	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)
Access via	Teaching module in My Dundee	Teaching module in My Dundee	Teaching module in My Dundee	In person on campus on a University managed device via dedicated exam accounts	In person on campus on a University managed device via dedicated exam accounts	Exam module in My Dundee	Exam module in My Dundee	In person on campus on a University managed device via dedicated exam accounts 3 rd party platform	In person on campus on a University managed device via dedicated exam accounts
Timing	Will vary depending on the type and purpose of the assessment.	Will vary depending on the type and purpose of the assessment.	Will vary depending on the type and purpose of the assessment.	Duration of written class test: fixed (no longer than 3hrs)	Duration of class test: fixed (no longer than 3hrs)	Duration of assessment window: default 6hrs Duration of exam: usually matches the exam window, but should typically take 2 or 3 hours for a student to complete	Duration of assessment window: default 6hrs Duration of exam: fixed (no longer than 3hrs)	Duration of written exam: fixed (no longer than 3hrs) Will vary depending on the type of assessment	Duration of exam: fixed (no longer than 3hrs)
Invigilated	No	No	No	Yes - In line with UoD invigilation policy	Yes - In line with UoD invigilation policy	In line with UoD invigilation policy	In line with UoD invigilation policy	Yes - In line with UoD invigilation policy	Yes - In line with UoD invigilation policy

* QMOD = Questionmark OnDemand, EoL = ExamOnline

	FORMATIVE	SUMMATIVE ASSESSMENT							
	ASSESSMENT	COURSEWORK		INVIGILATED COURSEWORK		REMOTE ONLINE EXAM		INVIGILATED ONLINE EXAM	
	Tutor/ Computer Marked	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)
						Remote exams are not proctored	Remote exams are not proctored		
Example Platforms	Delivery via: <ul style="list-style-type: none"> • Blackboard Tests • Questionmark (QMOD) • YuJa • Möbius • Mentimeter • 3rd party publishers • Other digital tools as appropriate 	Submission via: <ul style="list-style-type: none"> • Blackboard Assignment • Turnitin • YuJa • Other digital tools as appropriate 	Delivery via: <ul style="list-style-type: none"> • Blackboard Tests • Questionmark (QMOD) • Möbius • 3rd party publishers 	Delivery via: <ul style="list-style-type: none"> • ExamOnline (EOL) 	Delivery via: <ul style="list-style-type: none"> • Questionmark (QMOD) 	Submission via: <ul style="list-style-type: none"> • Blackboard Assignment • Turnitin 	Delivery via: <ul style="list-style-type: none"> • Blackboard Tests • Questionmark (QMOD) • Möbius • Other external (e.g. Mastering Physics, PSA, MSAA) 	Delivery via: <ul style="list-style-type: none"> • ExamOnline (EOL) • Qpercom 	Delivery via: <ul style="list-style-type: none"> • Questionmark (QMOD)
Closed/Open	Open	Open	Open	Closed/Open	Closed	Open	Majority open book but some closed	Closed/Open	Closed
Reasonable adjustments	No	Yes - as per disability recommendations	Yes - as per disability recommendations	Yes - as per disability recommendations	Yes - as per disability recommendations	Yes - as per disability recommendations	Yes - as per disability recommendations	Yes – as per disability recommendations	Yes – as per disability recommendations

* QMOD = Questionmark OnDemand, EoL = ExamOnline

	FORMATIVE ASSESSMENT	SUMMATIVE ASSESSMENT							
		COURSEWORK		INVIGILATED COURSEWORK		REMOTE ONLINE EXAM		INVIGILATED ONLINE EXAM	
		Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)
Primary Technical Support	Module academic/admin Help4u Assessment team (QMOD)	Help4u	Assessment team (QMOD) Help4u	Assessment team (EOL)	Assessment team (QMOD)	Help4u	Assessment team (QMOD) Help4u	Module team Assessment team (EOL) 3 rd party platform provider	Assessment team (QMOD)
Policy Notes: A link to an up-to-date Accessibility Statement is included in all My Dundee modules. Several of the policies referenced require updating.	<ul style="list-style-type: none"> • Assessment Policy for Taught Provision • Disability & Related Policies 	<ul style="list-style-type: none"> • Assessment Policy for Taught Provision • Disability & Related Policies 	<ul style="list-style-type: none"> • Assessment Policy for Taught Provision • Disability & Related Policies • Online Assessment Policy & Procedures 	<ul style="list-style-type: none"> • Assessment Policy for Taught Provision • Disability & Related Policies • Online Assessment Policy & Procedures • Guidance for Invigilators of Examinations 	<ul style="list-style-type: none"> • Assessment Policy for Taught Provision • Disability & Related Policies • Online Assessment Policy & Procedures • Guidance for Invigilators of Examinations 	<ul style="list-style-type: none"> • Assessment Policy for Taught Provision • Disability & Related Policies • Online Assessment Policy & Procedures • Regulations for the Conduct of Examinations • Guidance for Invigilators of Examinations 	<ul style="list-style-type: none"> • Assessment Policy for Taught Provision • Disability & Related Policies • Online Assessment Policy & Procedures • Regulations for the Conduct of Examinations • Guidance for Invigilators of Examinations 	<ul style="list-style-type: none"> • Assessment Policy for Taught Provision • Disability & Related Policies • Online Assessment Policy & Procedures • Regulations for the Conduct of Examinations • Guidance for Invigilators of Examinations 	<ul style="list-style-type: none"> • Assessment Policy for Taught Provision • Disability & Related Policies • Online Assessment Policy & Procedures • Regulations for the Conduct of Examinations • Guidance for Invigilators of Examinations

* QMOD = Questionmark OnDemand, EoL = ExamOnline

	FORMATIVE ASSESSMENT	SUMMATIVE ASSESSMENT							
		COURSEWORK		INVIGILATED COURSEWORK		REMOTE ONLINE EXAM		INVIGILATED ONLINE EXAM	
	Tutor/Computer Marked	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)	Tutor Marked Assessment (TMA)	Computer Marked Assessment (CMA)
QA	<ul style="list-style-type: none"> Academic review 	<ul style="list-style-type: none"> Academic review 	<ul style="list-style-type: none"> Academic review Testing of QMOD assessments created by the Assessment team 	<ul style="list-style-type: none"> Academic review Testing & sign-off of EOL tests 	<ul style="list-style-type: none"> Academic review Testing of QMOD assessments created by the Assessment team 	<ul style="list-style-type: none"> Academic review External examiners review 	<ul style="list-style-type: none"> Academic review External examiners review Testing & sign-off of QMOD exams National QA – eg PSA 	<ul style="list-style-type: none"> Academic review External examiners review Testing & sign-off of EOL exams 	<ul style="list-style-type: none"> Academic review External examiners review Testing & sign-off of QMOD exams

Version 1.4 – September 2022

Authors: A Barnes, K Beattie, E Duke-Williams, N Lafferty, Y Osler