



University
of Dundee

Remote Online Exams Policy and Procedural Guidelines 2021/22

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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 remote online exams. These are exams timetabled 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) created in Questionmark OnDemand, Blackboard Tests or Möbius. Some may however be created by and/or delivered via third party publishers such as Pearson, or external assessment platforms managed by bodies such as the Medical Schools Assessment Alliance.
- 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, provide reasonable adjustments for disabled students and supported on the day.
- 1.3 Schools and individual lecturers can seek advice on remote online exams from the Centre for Technology and Innovation in Learning (CTIL) with queries marked for the attention of CTIL via [Help4u](#). 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 All exams in 21/22 will be delivered online and the University's QAS (Quality and Academic Standards) processes have supported the approval for online assessments across all modules. These remote online exams will be conducted as time-limited online open book assessments and delivered via dedicated My Dundee exam modules. Any exceptions to this policy must be approved by the VP Education.
- 2.2 Remote 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 remote 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 for disabled students are identified by Disability Services and communicated to School Disability Support Officers (DSOs) following an individual needs assessment, in line with the University's policy on the provision of academic-related adjustments for disabled students. Further information is available from [Disability Services](#).

3. Assessment timing and scheduling

- 3.1 Remote online exams in 21/22 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 23 hours, commencing at 12:00 UK time. This enables all students to sit the exam within a reasonable time period, takes account of different time zones and also accommodates the needs of disabled students who normally have 25/50/100% extra time.
- 3.2.2 An 8-hour duration of assessment window, commencing at 09:00 UK time, for a written tutor marked remote online exam can also be accommodated. This should also enable the majority of students to sit the exam within a reasonable time whilst ensuring that the needs of disabled students are accommodated.
- 3.2.3 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.
- 3.2.4 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 23-hour duration of assessment window, commencing at 12:00 UK time. For students who have disability adjustments with a recommendation for additional time, CTIL will check eVision for up-to-date information immediately prior to scheduling a Questionmark 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 An 8-hour duration of assessment window, commencing at 09:00 UK time, for a computer marked remote online exam can also be accommodated and will also ensure that the needs of disabled students are accommodated.
- 3.3.3 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.

4. Assessment set-up

- 4.1 University supported tutor marked remote online exams must be set up using Turnitin or Blackboard Assignment, and computer marked remote online exams using Questionmark OnDemand (QMOD), Blackboard Tests, or Möbius. Other online exam platforms which may be used to deliver computer marked exams provided by third party publishers or bodies such as the Medical Schools Council Assessment Alliance are not centrally supported.
- 4.2 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.
- 4.3 CTIL will use information provided by Schools to create the standardised exam modules in My Dundee.
- 4.4 Where remote online exams are not taking place in the exam diet or where there may be any late adjustments, the CTIL Online Exam Request form should be completed to ensure the creation of an exam module.
- 4.5 **All** Questionmark remote online exams **must** be registered individually using the CTIL Online Exam Request form as detailed information is required to ensure that each exam is setup and scheduled correctly by CTIL. The deadline for submission of Questionmark exam papers to be created by CTIL will typically be 5-6 weeks before the start of the exam diet and will be communicated at the start of each semester.

- 4.6 Exam module enrolments will be taken from SITS including any EDP (Extended Due Performance) students registered against the module at the time of creation.
- 4.7 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.
- 4.8 CTIL will not configure modules 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 Questionmark exams, CTIL will publish and schedule the practice and live exam to students for the timetabled date/time. Module leads have a responsibility to peer review and check Questionmark exams for accuracy of content, scoring, spelling, punctuation and to avoid potential ambiguity prior to the exam date as they do with all exams.

5. Assessment delivery

- 5.1 Students must be provided with clear instructions on how to access, complete and submit their remote online exams. This includes details of communication channels in place to support students with queries relating to assessment issues and technical problems.
- 5.2 Schools must ensure there is a named subject matter expert that students and Professional Services (CTIL, UoD IT, Examinations Office) can contact during office hours for every exam.
- 5.3 Prior to the scheduled exam students should be provided with an opportunity to complete a practice assessment submission. This will enable students to check their internet access, test the assessment applications and familiarise themselves with the process. Students will be given a link to a special form to report any technical issues encountered in the practice exams which will be followed up by UoD IT or CTIL.
- 5.4 Where technical problems persist, there may be an opportunity for an individual student to complete the assessment on University campus. A student should alert their School in advance of the assessment to explore what options may be possible including a loan of equipment.
- 5.5 During the exam students and staff can access Help4U including the live chat portal within advertised support hours. CTIL will be available for support during normal office hours: 09:00-17:00 and additionally on Saturday mornings during the exam diet between 09:00 – 11:00. Weekend support is limited to exams that are scheduled to start on a Friday, and end on Saturday morning in accordance with the previously recommended 23-hour exam window. Support from UoD IT will be available during their standard support operating hours.
- 5.6 Where technical issues are encountered with one of the centrally supported assessment platforms, CTIL 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.

- 5.7 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. Academic Integrity

- 6.1 Identification or proctoring technology will not normally be used in time-limited remote online exams.
- 6.2 Each 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.

- 6.3 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.

- 6.4 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.

7. Copyright

- 7.1 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.

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