Charles Sturt University

Session 2 Online Exams (202060)

Submitting Exam Requests

Division of Student Administration

Contents

Introduction

The impacts of COVID-19 social distancing forced the Session 1 (202030) June exam period to be conducted online. Due to uncertainty with how social distancing measures will continue, the decision has been made to continue with online exams for the Session 2 (202060) October exam period.

To ensure consistency, limit unnecessary complexity, and provide the required information for exam requests to be lodged the following user guide has been created, which covers:

- The types of online exams available during the exam period
- Some rules and guidelines around selecting certain exam types or settings
- How to access the exam request portal
- How to correctly submit exam requests for each exam type using the exam request portal

Professional Development: *Better End of Session Exams*

Before submitting an exam request via the exam request portal you should have attended the professional development session **Better End of Session Exams**:

Presenters: Prue Gonzalez, Kelly Linden, Bec Acheson, Warwick Baines

For: All staff developing or quality assuring 202060 exams

Brief: COVID-19 has given us the opportunity to rethink how we do end of session assessment as paper based face to face exams will again not be an option for 202060. Drawing on our 202030 online exam experiences, this professional development session will provide processes and resources as well as insights from colleagues to enhance the end of session assessment experience for students and staff.

It will cover the following areas:

- 202060 timeline and QA process
- 202030 analysis
- Alternatives to exams
- Writing better exam questions (with reference to the literature and practical examples)
- Rules of the Test Centre system
- Support available

Refer to https://www.smore.com/w6zr2-professional-learning for more details.

Online Exam Types

There are three main types of online exams, with each type having multiple formats. The following describes all of the available exam types.

You should reference the available Division of Learning and Teaching resources when determining the appropriate exam format.

Time Limited Exam

An exam is considered to be *time limited* when the available duration to complete and submit the exam (once commenced) is within exam like time constraints (e.g. 2 hours and 25 minutes). Time limited exams are all written exams that do not require one-on-one delivery (see practical below).

There are 6 different time limited exam formats:

1. Online exam completed via Interact2 Test Centre

Test Centre is the exam/test (or quiz) tool within Interact2 (Blackboard – the subject site). Question types are available here and further information can be found here.

Test Centre exams can be made available to students in the following two ways

Window	The exam can be commenced within a 1-5 day period. Once commenced, the exam must be completed within a single attempt and within exam-like time constraints, however the student has flexibility about when they will commence the exam.
	E.g. Exam available 9:00am Monday 19-OCT-20 to Tuesday 20-OCT-20 8:59am (24 hours). Once started students have 2 hours and 25 minutes to complete the exam.
Time Limited	The exam must be commenced **and** completed within exam like time constraints.
	E.g. Exam available at 9:00am Monday 19-OCT-20. The exam must be commenced within 2 hours and 25 minutes and students will only have 2 hours and 25 minutes to complete (once started).

The other key features of Test Centre Exams are:

- Marking is completed within Grade Centre
- For the most part, academics determine the questions and DLT build both the exam and content areas within the subject site
- Some question types can be auto-marked by the system (e.g. multiple choice)

2. Online take-home exam submitted via EASTS or Turnitin

Students are provided an exam question file via Interact2 at a specific date and time. Students download the file and answer the questions in a separate answer file (basically like putting together an assessment) – usually a Microsoft Word document. Students then upload their completed exam via EASTS (or Turnitin in the case of Study Centre) prior to the exam duration lapsing (e.g. 2 hours and 40 minutes later) – the same as they would for a normal assessment.

This exam type is best suited to extended response or complex answer style questions. There is little value in using this exam type for multiple choice and short answer questions as there is no ability for any auto marking.

A key advantage for this exam format is the ability to run exams through plagiarism checking platforms (like Turnitin) – hence being better suited to extended response style questions.

3. Online MÖBIUS Exam

MÖBIUS is an online learning and testing platform specifically targeted at STEM (Science, Technology Engineering and Mathematics), more specifically mathematics based content. Find more information here.

This testing format is only appropriate if Mobius is being used to also deliver content within the subject and the exam (both content and options) needs to be set up and managed by the subject coordinator.

4. Online Cadmus Exam

Cadmus is an online leaning and testing platform best used for short answer and extended response style questions (essay, annotated bibliography, literature review, lab report etc.), so it is not appropriate for multiple choice. The platform helps you to create an exam/assessment that guides students through the assessment process with linkage to learning outcomes, marking guides, rubrics and more.

There is also some built in technology to detect and prevent misconduct, however the focus is on creating robust and authentic assessments/exams in an open book environment (where access to resources is not a great help). Find more information here

5. Online OSCE Exam

Objective Structured Clinical Examinations (OSCE) are most often used in health sciences and are designed to test clinical skill performance and competence in communication, clinical examination, medical procedures prescription, exercise prescription, joint mobilisation/manipulation techniques, radiographic positioning, radiographic image evaluation, and interpretation of results.

OSCEs are normally completed in person in a room with a series of *stations* that students move through in a structured and very time limited way. Because of this they are usually categorised as a practical exam.

However, an online time limited written approach has been developed using Interact2 Test Centre. A series of separate tests are created so that each *station* can be individually time controlled.

If you are considering this method contact Kelly Linden to discuss if this an appropriate option.

Non-Time Limited Exam

An exam is considered to be non-time limited when students have at least 24 hours to access and submit their exam (a window of time for both access and submission). Again the format is written, however students have flexibility when they will start and submit their exam and any sort of invigilation is not available.

There are two types of non-time limited exams:

1. Online take-home exam submitted via EASTS or Turnitin

Students are provided an exam question file via Interact2 at a specific date and time. Students download the file and answer the questions in a separate answer file (basically like putting together an assessment) – usually a Microsoft Word document. Students then upload their completed exam via EASTS (or Turnitin in the case of Study Centre) by the end of the window period.

For example, if the exam is available for 24 hours from Tuesday 20-OCT-2020 at 9:00am, student must have uploaded their completed exam by Wednesday 21-OCT-2020 at 8:59am.

This exam type is best suited to extended response or complex answer style questions. There is little value in using this exam type for multiple choice and short answer questions as there is no ability for any auto marking and students would have the time they need to fully research these sorts of questions.

A key advantage for this exam format is the ability to run exams through plagiarism checking platforms (like Turnitin) – hence being better suited to extended response style questions.

Practical Exam

Online practical exams are conducted one-on-one with students (usually via Zoom) and for the most part do not involve submission of written work (or written work is not the only marked item).

There are two types of online practical exams:

1. Online Viva Voce

An Oral Exam completed via Zoom. A block of time is set aside in the exam timetable and students are allocated slots to complete their exam. More information about Viva Voce can be found here.

2. Online OSCE Exam

Objective Structured Clinical Examinations (OSCE) are most often used in health sciences and are designed to test clinical skill performance and competence in communication, clinical examination, medical procedures prescription, exercise prescription, joint mobilisation/manipulation techniques, radiographic positioning, radiographic image evaluation, and interpretation of results.

Virtually the same is the Viva Voce (in the way students answer and the time is set aside in the timetable), however rather than just being responses to questions it is generally responses to clinical situations and could require the student to review and interpret data, test results, symptoms etc. In the case of reviewing items, the screen share facility of Zoom is used so that students can real-time access the information during the exam, but they do not have the ability to keep and share the information.

Online Invigilation

Online Invigilation (also referred to as Proctoring or Supervision) is when students are monitored during the exam. The exact Invigilation structure is yet to be finalised, however this will likely be via Zoom by Charles Sturt staff.

This option is only available for Interact2 Test Centre (including the Test Centre OSCE) and Cadmus exams and can only be accommodated for *very limited* numbers. You must seek permission from your Head of School to run this type of exam and the subject must meet at least one of the following three criteria:

- Invigilation is required for accreditation
- Final Year, Final Session Subject
- Required for student safety on workplace learning

All requests for online invigilation will undergo an extra approval stage after the exam request has been submitted.

Please keep in mind that invigilation does not prevent students engaging in misconduct (it just makes it a little harder). Even if an exam is invigilated the exam questions should be designed in such a way that having access to resources (basically being open book) would not be useful and perhaps even a hindrance in an exam.

Accessing the exam request portal

The exam request portal for the Session 2 (202060) October exam session is accessed at the following link:

https://exams.csu.edu.au/exam_request/login.php?db=08
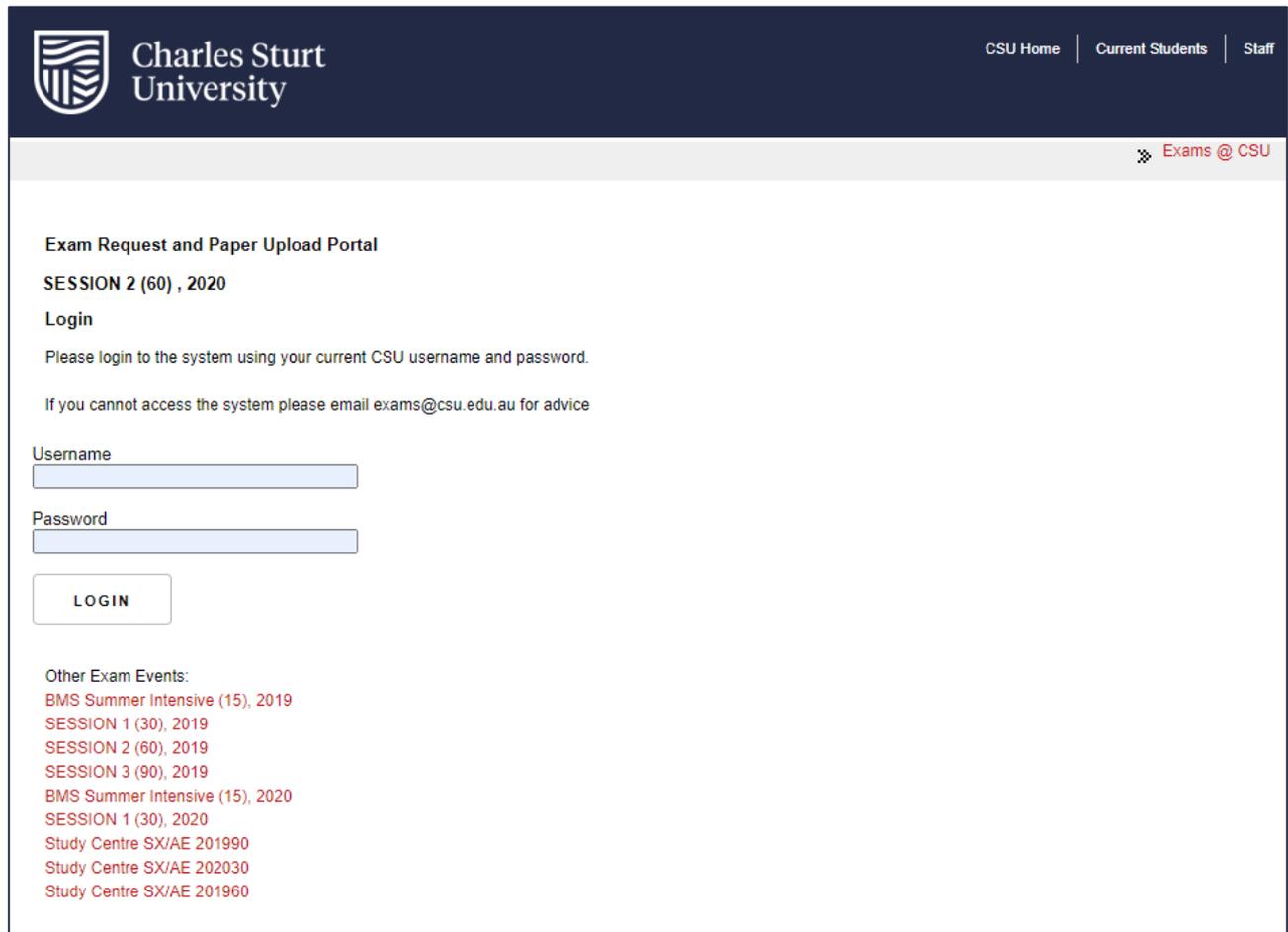
Once accessed, login using your standard Charles Sturt Username and Password.

Requesting Access

If you do not have access to the portal you just need to complete the Access Request Form.

Submitting Time Limited Exam Requests

The following describes how to complete each of the sections to submit an exam request for an online time limited exams

Access the correct request template

After selecting *Request Exam,* click the appropriate button to request an online time limited exam:

Copy from a completed request

If you have already submitted an exam request for a different exam/subject code and need to submit another with the same details, you can copy from a completed request:

Select the exam you want to copy from the dropdown and select update. You will still need to review the varying fields below, however you shouldn't need to re-key much data.

Campuses

In this section indicate the varying cohorts (campuses/modes) that an exam needs to be organised for. Normally you would select all cohorts, however there are instances where you could need to only select specific ones (for example of Distance students had an exam but Albury Internal students did not):

You also need to indicate the likely marker for the online exam. This is particularly important for SX and AE exams so that these staff can be assigned to the Interact2 Organisational site where the exam will be located. If there are multiple markers separate with a comma (,).

Description

This section only needs to be completed if the subject has more than 1 exam (so all students will complete at least two exams for a single subject. For example a subject has a written and a practical exam timetabled during the exam period. If a subject does not have more than 1 exam **this section must be left blank.**

Refer to **Subjects with multiple exams** for more details.

Exam Duration

The duration indicated here is how long the exam goes for once accessed (excluding technology allowance which is covered further down). This distinction is important as Interact2 Test Centre Exams can be made available for a window of time (1-5 days), but once commenced, need to be completed within normal exam durations (this is still considered a time limited exam).

The most common durations are 10 minutes reading time and 120 minutes writing time. Charles Sturt Exam policy allows for writing during reading time so the two are just added together when determining the exam duration.

Exam Conditions

There 3 different conditions that need to be specified in this section.

Exam Type

What type of time limited Exam is this?

Refer to the Exam Types section above for explanation of the 5 time limited exam types.

Exam Visibility

How long will the exam be visible to students?

This section indicates how long the exam will be available for commencement. You can only select 1-5 days if exam type 1 has been selected in the previous question – for all other exam types select *Time Limited - Exam like time constraints.*

How long will the exam be visible to students? REQUIRED	○ 1 day (24 hours) ○ 2 days (48 hours) ○ 3 days (72 hours) ○ 4 days (96 hours) ○ 5 days (120 hours) ○ Time Limited - Exam like time constraints

Technology Allowance

What is the technology allowance?

Online exams are a new and sometimes unstable way to assess students so a technology allowance can be awarded to ensure students have adequate time to complete their exam if they experience technical difficulties, poor network connection or degraded answer speed (simply due to the change in format i.e. not used to sitting online exams).

What is the technology allowance? REQUIRED	○ 15 minutes ○ 30 minutes ○ No Technology Allowance

Standard technology allowances are as follows:

- 15 minutes — Interact2 Test Centre Exams (proctored and non-proctored)
- 30 minutes — All other time-limited exams

You can use the above, select a different duration (e.g. give 15 for a take-home instead of 30) or not award any technology allowance.

How does this affect the exam duration

All durations are simply added together to determine the total exam duration.

For example:

- 10 minutes reading
- 120 minutes writing
- 15 minutes technology allowance
- TOTAL DURATION = 145 minutes

Scheduling

Concurrent Exams

Does this exam need to run at the same time as another exam? If so, please list these exams.

The Exams Team will automatically schedule differing exams for the same subject code at the same time (regardless the campus). For example, you do not need to indicate anything for the following to be scheduled at the same time:

- ACC100
- ACC100SX
- ACC100AE
- ACC100AE201960

You only need to indicate exams where the subject code is different. For example:

- ITC218 and ITC505
- ECO501 and ECO511
- MGT211 and MGT230

If a scheduling item is not required **this field should be left blank**. If one is required simply list the subjects that need to be scheduled at the same time (so in the format of the dot points above).

The following are examples of incorrect and/or unnecessary scheduling items:

- Schedule SX/AE at the same time
- N/A
- All campus offerings of the subject run in the same exam slot
- No thanks
- Yes QBM120 SX and main session QBM120 exam

Essential Scheduling Requests

Do you have any essential scheduling requests? E.g. Please run in second week.

This section only needs to be completed if there are essential scheduling requirements that need to be accommodated, such as:

- Students will be attending workplace learning or residential school during the exam period so exams must be in a particular week (or day) to avoid clash
- Specialised rooms/equipment/staff need to be employed for a practical exam so must be held on specific days
- Exams must be completed in a specific order or on the same day (if a subject has two exams)
- Large cohorts (usually at least 100 students) – first week request to ensure marking can be completed on time

All scheduling requests will be considered but no guarantees can be made as the request may cause exam clash or too many exam sittings in a particular day/week/session.

If a scheduling request is not required **this section should be left blank.** The following are examples of poor or unnecessary scheduling requests:

- N/A
- No thank you
- Do not schedule at the same time as other exams
- Please allow at least 2 days between all exams for students

Scheduling	
Does this exam need to run at the same time as another exam? If so, please list these exams.	
Do you have any essential scheduling requests? eg. Please run in second week.	

Miscellaneous

If this is an Interact2 Test Centre Exam, do you plan on building this exam in Interact2 yourself (Yes/No)?

This information is needed so that the DSA or DLT know not to chase you for the exam questions document. You will need to ensure the exam is built in a timely manner as there are a number of activities that both DLT and DSA need to perform/complete once an exam has been built, which can include:

- Quality assurance checking (both contents and settings)
- Adjustments for students with a disability access plan
- Checks for alignment with subject outline

Is the contents of this exam exactly the same as another exam being run this session (Yes/No)? If Yes, indicate the exam(s).

This information is needed to reduce the amount of individual exam build effort. If DSA/DLT are aware that an exam is exactly the same as another, quality assurance checks and build can be completed once and imported to the varying locations (campus/mode/etc.) rather than completing each exam individually.

Does this exam require online invigilation (Yes/No)? ONLY AVAILABLE for Interact2 Test Centre and Cadmus exams.

Indicate Yes or No if proctoring is available. This is only available to very limited numbers of exams under strict conditions. Refer to **Online Proctoring or Invigilation** in the **Exam Types** section above.

Miscellaneous	
If this is an Interact2 Test Centre Exam, do you plan on building this exam in Interact2 yourself (Yes/No)? REQUIRED	
Is the contents of this exam exactly the same as another exam being run this session (Yes/No)? If Yes, indicate the exam(s). REQUIRED	
Does this exam require online invigilation (Yes/No)? ONLY AVAILABLE for Interact2 Test Centre and Cadmus exams REQUIRED	

Submit Exam Request

Click the submit button at the bottom of the page. You should receive an email confirmation with the details of your submission.

Thank you, please press submit.

After submission your should receive an email confirmation.

SUBMIT

Submitting Non-Time Limited Exam Requests

The following describes how to complete each of the sections to submit an exam request for online non-time limited exams

Access the correct request template

After selecting *Request Exam,* click the appropriate button to request an online time limited exam:

Online Time Limited Exam
Exam that must be completed (once commenced) within exam like time constraints (e.g. 2 hours)

> REQUEST AN ONLINE TIME LIMITED EXAM

Online Non-Time Limited Exam
Exam where students have at least 24 hours to access and submit the exam - e.g. Take-home exam submitted via EASTS

> REQUEST AN ONLINE NON-TIME LIMITED EXAM

Online Practical Exam
An online exam that is completed via Zoom 1-on-1. E.g. Viva Voce

> REQUEST AN ONLINE PRACTICAL EXAM

Copy from a completed request

If you have already submitted an exam request for a different exam/subject code and need to submit another with the same details, you can copy from a completed request:

> Use the drop down list if you wish to copy the Exam Requirements from a previously submitted Exam request from this session.
>
> If you do not wish to copy the details of completed request from this session please ignore this section and scroll down and complete each item below.
>
> Copy from exam request: Please select an option ▼
>
> update

Select the exam you want to copy from the dropdown and select update. You will still need to review the varying fields below, however you shouldn't need to re-key data.

Campuses

In this section indicate the varying cohorts (campuses/modes) that an exam needs to be organised for. Normally you would select all cohorts, however there are instances where you could need to only select specific ones (for example if Distance students had an exam but Albury Internal students did not):

Campuses		
Select all cohorts of students that are required to attend this exam REQUIRED	Campus	Indicate the likely marker for this cohort of students
	☐Distance Education (Distance) (184 students)	

You also need to indicate the likely marker for the online exam. This is particularly important for SX and AE exams so that these staff can be assigned to the Interact2 Organisational site where the exam will be located. If there are multiple markers separate with a comma (,).

Description

This section only needs to be completed if the subject has more than 1 exam – for example a subject has a written and a practical exam timetabled during the exam period. If a subject does not have more than 1 exam **this section must be left blank.**

Description

If you have multiple exams for one Subject this description will be added to the end of the exam's title. eg. "Examinations 101 (**Theory/Practical**)"

Refer to **Subjects with multiple exams** for more details.

Exam Conditions

There 2 different conditions that need to be specified in this section.

Exam Type

What type of non-time limited Exam is this?

Refer to the ***Online Exam Types*** section above.

Exam Access and Submission

How long will students have to access and submit the exam?

This section indicates how long the exam will be visible to students and how long they have to submit the exam. Students will able to commence and submit the exam at any time during this window of time (1-5 days).

How long will students have to access and submit the exam?
REQUIRED
- ○ 1 day (24 hours)
- ○ 2 days (48 hours)
- ○ 3 days (72 hours)
- ○ 4 days (96 hours)
- ○ 5 days (120 hours)

Scheduling

Concurrent Exams

Does this exam need to run at the same time as another exam? If so, please list these exams.

The Exams Team will automatically schedule differing exams for the same subject code at the same time (regardless the campus). For example, you do not need to indicate anything for the following to be scheduled at the same time:

- ACC100
- ACC100SX
- ACC100AE
- ACC100AE201960

You only need to indicate exams where the subject code is different. For example:

- ITC218 and ITC505
- ECO501 and ECO511
- MGT211 and MGT230

If a scheduling item is not required **this field should be left blank**. If one is required simply list the subjects that need to be scheduled at the same time (so in the format of the dot points above).

The following are examples of incorrect and/or unnecessary scheduling items:

- Schedule SX/AE at the same time
- N/A
- All campus offerings of the subject run in the same exam slot
- No thanks
- Yes QBM120 SX and main session QBM120 exam

Essential Scheduling Requests

Do you have any essential scheduling requests? E.g. Please run in second week.

This section only needs to be completed if there are essential scheduling requirements that need to be accommodated, such as:

- Students will be attending workplace learning or residential school during the exam period so exams must be in a particular week (or day) to avoid clash
- Specialised rooms/equipment/staff need to be employed for a practical exam so must be held on specific days
- Exams must be completed in a specific order or on the same day (if a subject has two exams)
- Large cohorts (usually at least 100 students) – first week request to ensure marking can be completed on time

All scheduling requests will be considered but no guarantees can be made as the request may cause exam clash or too many exam sittings in a particular day/week/session.

If a scheduling request is not required **this section should be left blank.** The following are examples of poor or unnecessary scheduling requests:

- N/A
- No thank you
- Do not schedule at the same time as other exams
- Please allow at least 2 days between all exams for students

Scheduling	
Does this exam need to run at the same time as another exam? If so, please list these exams.	
Do you have any essential scheduling requests? eg. Please run in second week.	

Miscellaneous

Is the contents of this exam exactly the same as another exam being run this session (Yes/No)? If Yes, indicate the exam(s).

This information is needed to reduce the amount of individual exam build effort. If DSA/DLT are aware that an exam is exactly the same as another, quality assurance checks and build can be completed once and imported to the varying locations (campus/mode/etc.) rather than completing each exam individually.

Miscellaneous	
Is the contents of this exam exactly the same as another exam being run this session (Yes/No)? If Yes, indicate the exam(s). REQUIRED	

Submit Exam Request

Click the submit button at the bottom of the page. You should receive an email confirmation with the details of your submission.

Thank you, please press submit.

After submission your should receive an email confirmation.

SUBMIT

Submitting Practical Exam Requests

The following describes how to complete each of the sections to submit an exam request for online practical exams.

Access the correct request template

After selecting *Request Exam,* click the appropriate button to request an online practical exam:

Online Time Limited Exam
Exam that must be completed (once commenced) within exam like time constraints (e.g. 2 hours)

> REQUEST AN ONLINE TIME LIMITED EXAM

Online Non-Time Limited Exam
Exam where students have at least 24 hours to access and submit the exam - e.g. Take-home exam submitted via EASTS

> REQUEST AN ONLINE NON-TIME LIMITED EXAM

Online Practical Exam
An online exam that is completed via Zoom 1-on-1. E.g. Viva Voce

> REQUEST AN ONLINE PRACTICAL EXAM

Copy from a completed request

If you have already submitted an exam request for a different exam/subject code and need to submit another with the same details, you can copy from a completed request:

> Use the drop down list if you wish to copy the Exam Requirements from a previously submitted Exam request from this session.
>
> If you do not wish to copy the details of completed request from this session please ignore this section and scroll down and complete each item below.
>
> Copy from exam request: [Please select an option ⌄]
>
> [update]

Select the exam you want to copy from the dropdown and select update. You will still need to review the varying fields below, however you shouldn't need to re-key data.

Campuses

In this section indicate the varying cohorts (campuses/modes) that an exam needs to be organised for. Normally you would select all cohorts, however there are instances where you could need to only select specific ones (for example if Distance students have an exam but Albury Internal students do not):

Campuses		
Select all cohorts of students that are required to attend this exam REQUIRED	Campus	Indicate the likely marker for this cohort of students
	☐ Distance Education (Distance) (184 students)	[ ]

You also need to indicate the likely marker. For practical exams, this is mostly used in case DSA or DLT have questions about scheduling or setting up content areas in the subject site.

Description

This section only needs to be completed if the subject has more than 1 exam – for example a subject has a written and a practical exam timetabled during the exam period. If a subject does not have more than 1 exam **this section must be left blank.**

Refer to **Subjects with multiple exams** for more details.

Exam Conditions

Exam Type

What type of online practical exam is this?

Refer to the ***Online Exam Types*** section above for explanation of the 2 practical exam types.

Scheduling

Concurrent Exams

Does this exam need to run at the same time as another exam? If so, please list these exams.

The Exams Team will automatically schedule differing exams for the same subject code at the same time (regardless the campus). For example, you do not need to indicate anything for the following to be scheduled at the same time:

- ACC100
- ACC100SX
- ACC100AE
- ACC100AE201960

You only need to indicate exams where the subject code is different. For example:

- ITC218 and ITC505
- ECO501 and ECO511
- MGT211 and MGT230

If a scheduling item is not required **this field should be left blank**. If one is required simply list the subjects that need to be scheduled at the same time (so in the format of the dot points above).

The following are examples of incorrect and/or unnecessary scheduling items:

- Schedule SX/AE at the same time
- N/A
- All campus offerings of the subject run in the same exam slot
- No thanks
- Yes QBM120 SX and main session QBM120 exam

Essential Scheduling Requests

Do you have any essential scheduling requests? E.g. Please run in second week.

Practical exams usually require large blocks of time to be allocated in the timetable due to the resource intensive and time consuming nature of the assessment. By blocking out this time we ensure that students are not scheduled to sit an exam at any time during this period (preventing clash).

The following are examples of the types of scheduling requests for practical exams:

- 2 consecutive full days in the second week of exams
- 1 full day anywhere in the exam period
- Tuesday and Wednesday in the second week of exams
- 1 full day late in the second week

Scheduling

Does this exam need to run at the same time as another exam?
If so, please list these exams.

Do you have any essential scheduling requests?
eg. Please run in second week.

Submit Exam Request

Click the submit button at the bottom of the page. You should receive an email confirmation with the details of your submission.

Thank you, please press submit.

After submission your should receive an email confirmation.

SUBMIT

Subjects with multiple exams

There are some subjects where students need to complete two exams for the same subject. For example, a 2 hour Interact2 Test Centre exam and an Online Viva Voce (oral exam).

The request portal is designed to collect this information and the instructions for requesting multiple exams are as follows.

Complete the initial request

Following the instructions outlined in the sections above, request an exam as directed and also include a description for the exam.

This should be a simple word (or two) that describes the exam type. For example:

- Written Practical
- Written Theory
- Topics 1 – 5
- Topics 6-10

This is indicated in the **Description** field:

Submit the second request

Once the first request have been submitted, the subject will change from this:

To this:

Select **Another Exam** and complete the second exam request as normal, indicating a different description.

There will then be two exam records in the system: