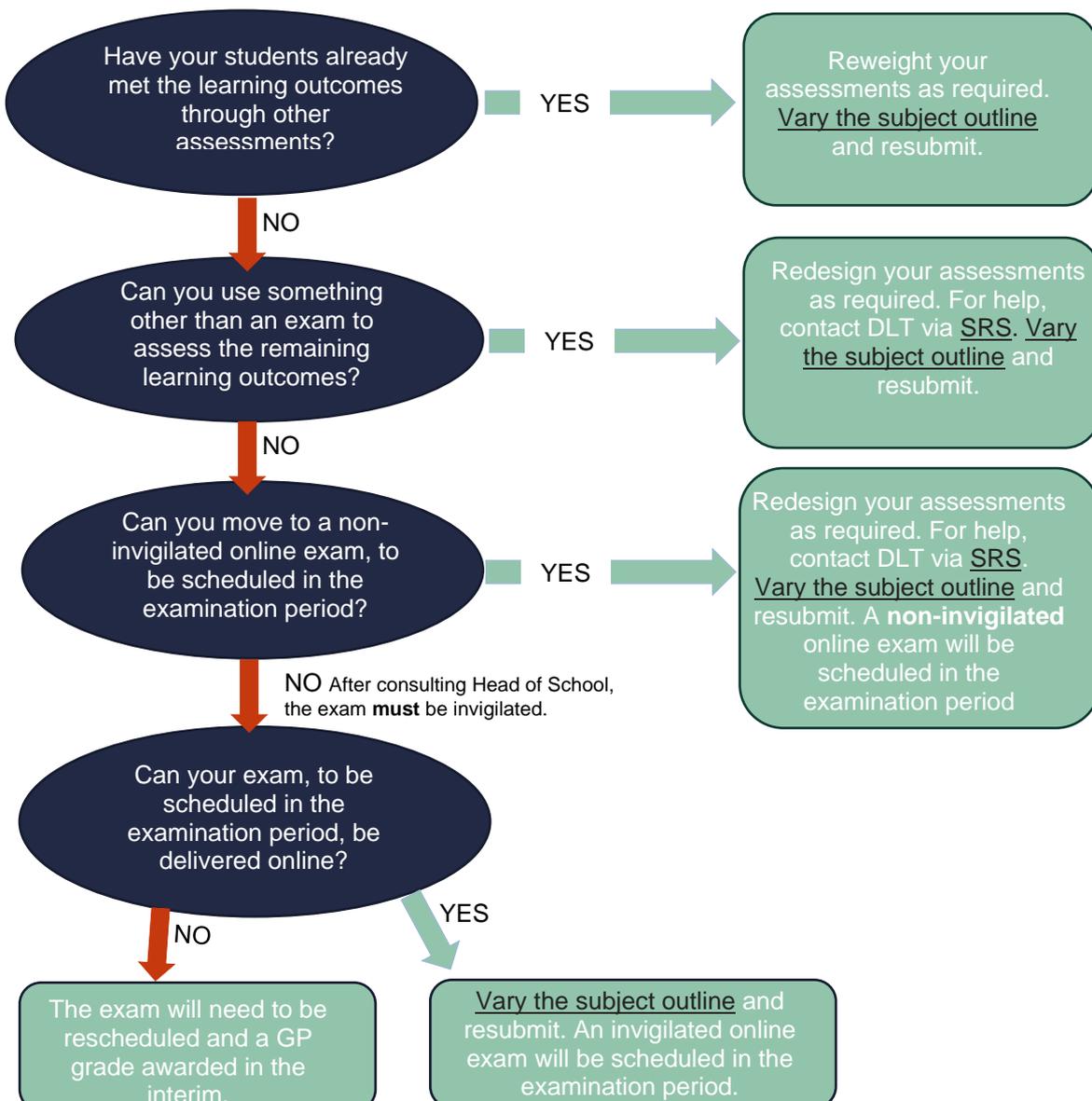## Recommendations in relation to end of session exams and COVID-19

The University is exploring options for remote proctoring (online invigilation) of digital versions of paper based examinations, via i2 Test Centre, but this has resource implications for students (reliable internet, webcam and microphone) and the university. Consequently it is strongly recommended that you plan to move as many traditional paper based exams as possible to an appropriate and legitimate alternative.

To manage load on assessment systems such as i2 Test Centre, even non-invigilated online exams undertaken with time constraints must be scheduled by the Division of Student Administration (DSA), who will be contacting schools in the near future. Work through the following to help you decide on an appropriate solution.

Decision Tree

Have your students already met the learning outcomes through other assessments?

— YES → Reweight your assessments as required. Vary the subject outline and resubmit.

↓ NO

Can you use something other than an exam to assess the remaining learning outcomes?

— YES → Redesign your assessments as required. For help, contact DLT via SRS. Vary the subject outline and resubmit.

↓ NO

Can you move to a non-invigilated online exam, to be scheduled in the examination period?

— YES → Redesign your assessments as required. For help, contact DLT via SRS. Vary the subject outline and resubmit. A **non-invigilated** online exam will be scheduled in the examination period

↓ NO After consulting Head of School, the exam **must** be invigilated.

Can your exam, to be scheduled in the examination period, be delivered online?

NO → The exam will need to be rescheduled and a GP grade awarded in the interim.

YES → Vary the subject outline and resubmit. An invigilated online exam will be scheduled in the examination period.

Possible alternatives to paper based end of session exams

Many alternatives to paper based exams can be undertaken under different conditions but the conditions in which they are undertaken have obvious implications for what should be reasonably required of students. For example, an essay designed for invigilated, time- limited exam conditions can be translated to a take-home, open book task but the task will need to be modified to reflect a change from focused analysis and application to demonstration of a research based approach.

Consistent with the above decision tree we have 3 categories:

1. **Non-time limited final assessment**—often known as a 'take-home', the task is not performed under 'exam-like' time constraints and is provided to students at least several days before the due date. A common platform for submission of such a task is EASTS.
2. **Time limited, non-invigilated online exam**—the task is undertaken online under 'exam-like' time constraints (typically 1-3 hours) but is open book, allowing students to refer to any material they can access. There can be point in time capacity constraints on some assessment systems that may be used for such a task. DSA will assist with the scheduling of this task, further information will be provided soon.
3. **Invigilated online exam**—the task is undertaken online under 'exam-like' time constraints (typically 1-3 hours) and invigilated remotely. As outlined above this category should only be pursued if, in consultation with your Head of School, the above two categories are not viable. DSA will assist with the scheduling of this task, further information will be provided soon.

Examples of possible alternatives to paper based exams	Non-time limited	Time-limited, non-invigilated, online	Invigilated, online
Report/legal brief	X		
Case study analysis	X	X	X
Essay	X	X	X
Student web page/video	X		
Newspaper article/editorial	X		
Literature review	X		
Short answer		X	X
Multiple choice		X	X
Live student presentation		X	X
Poster	X		
Portfolio	X		
Reflection	X		

Some suggestions for supporting academic integrity
- Set questions that require students to make use of their subject material rather than simply locating or rewriting information.
- Require students to submit workings, calculations, proofs or justifications for their answers.
- Require student responses to be contextualised to their own experience.

Updating subject outline and EASTS/Grade Centre
When varying your subject outline to substitute an end of session exam with an assessment to be submitted via EASTS, leave the assessment number the same as it can cause issues if changed. Republish the outline and that should be all that is needed. EASTS is created overnight.

Other resources
Designing open book exams – University of Newcastle

E-assessment alternatives from Charles Sturt's Online Learning Model