



**LIT Policy and Procedures on Assessment and Examinations During
Remote Emergency Teaching, Academic Year 2020 – 2021**

Semester 2

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Policy Summary Chart: Assessment & Examinations, Semester 2, 2020 – 2021

General Deliverables

- ✚ The preferred mode of Assessment to be recorded on the Online Covid-19 Tracker Forms by Fri. Feb 12th.
- ✚ Completed forms requesting Final Examinations to be submitted to Registrar@lit.ie by Fri. Feb 12th.
- ✚ Submission of Final Online and In-person Examinations Papers and Solutions in GURU by Fri. Feb 26th.
- ✚ All Continuous Assessment Briefs and Rubrics where appropriate to be uploaded to GURU for all modules by Mar 5th.

Assessment Options and Key Features

Option (A) 100% Continuous Assessment

- ✚ Where possible and appropriate, 100% Continuous Assessment may be selected for any Module
- ✚ May include Open Book In-class tests conducted locally in Moodle Module Pages
- ✚ All existing Continuous Assessment elements may be re-designed in the process.
- ✚ Record all changes on the Online Covid-19 Tracker Forms
- ✚ Ensure that the total number of assessments are appropriate and proportionate in a manner that avoids over assessment.
- ✚ Resource Available: Refer to the [LIT Practitioner Guide for Assessment & Examinations 2020-2021](#)

Option (B) Online Open Book Final Examination

- ✚ May be selected for any Module
- ✚ Exams Office sets up Exams in Moodle Exam Page after approval on GURU.
- ✚ Open Book Exams are not Proctored as a variety of resources may be accessed.
- ✚ Allows for the development and upload of handwritten material (e.g. using Camscanner)
- ✚ Open Book Exams longer than 4/5 Hours duration should be conducted locally as part of Continuous Assessment (see above)
- ✚ Resources to support Open Book Exams available at [Practitioner and Student Resources](#)

Option (C) Online Closed Book (Live Proctored) Book Final Examination

- ✚ Upper capacity limit with preferential availability in order of PRSB's, Award Yrs., 3rd, 2nd and 1st Yrs.
- ✚ Set up and conducted in dedicated Moodle Exam Page set up by Exams Office
- ✚ Proctored by externally contracted proctoring company.
- ✚ Include candidate identification and recording of candidate & all screen activity for Exam uration
- ✚ Due to nature of proctoring handwritten material is not permissible, therefore, as Exam may only be conducted using PC Applications, requires careful selection and design of exam questions.

Option (C) In-Person Invigilated Final Examination

- ✚ Depending on prevailing public health measure cannot be guaranteed.
- ✚ Only possible with specific justification and include a detailed alternative assessment strategy.
- ✚ Viva Voce Final Examinations should normally be conducted online but if necessary may take place in-person in accordance with prevailing public health measures

1.0 Background and Context

The COVID-19 pandemic has placed unprecedented demands on Higher Education providers to adapt established operating procedures and norms in order to enable the continued provision of services in a safe manner in line with public health obligations. In particular, the delivery and assessment of programmes of education and training has necessitated the use of emergency remote teaching strategies, with the increased use of blended and online learning to enable students to continue to access their programmes of study and engage with their associated assessment commitments.

The Government published its **Resilience and Recovery 2020-2021 Plan for Living with COVID-19**^[1] on September 15th, 2020 and this plan has noted that *“there is no real precedent on how to deal with a global pandemic of this nature and scale. Governments here and all over the world are making decisions based on the best information available at a given point in time. It is changing constantly”*.

In mid-March 2020 of the 2019/2020 Academic Year, LIT established modified arrangements for teaching, learning and assessment, in line with other Higher Education Institutes and consistent with the Quality and Qualifications Ireland (QQI) *“Guiding Principles for Alternative Assessments”*^[2]. These modifications were implemented on an emergency basis to enable learners, where feasible, to complete the academic year under the COVID-19 social distancing regime established during this period.

The issue of *Academic Integrity* has recently received increased attention nationally due to the Qualifications and Quality Assurance (Education and Training) Act 2019^[3], which placed additional responsibilities on QQI in this domain^[3], and the subsequent establishment by QQI of the Academic Integrity Network^[4]. QQI has noted in its study entitled, ‘The Impact of COVID-19 Modifications to Teaching, Learning and Assessment in Irish Further Education and Training and Higher Education’^[5] that, *“the assumed heightened risk to academic integrity due to the replacement of invigilated in-person examinations with non-proctored online examinations or increased continuous assessment will require continued vigilance in 20/21 and some more robust ways of remotely assessing but we cannot yet quantify the change in risk”*. This QQI report further notes that, *“social distancing will continue to constrain higher education teaching, learning and assessment modalities in 20/21”* and noted their confidence that *“higher education institutions will continue to respond to the many challenges and to adapt their practices reflectively to provide high quality programmes and credible academic qualifications during the COVID-19 crisis.*

Therefore, it is important that during the Academic Year 2020/2021, online assessments and examinations are valid, fair and consistent, in line with face-to-face approaches. Using appropriate technologies and approaches to conduct online examinations and implementing strategies to validate their authenticity is a critical component for the academic validity of a programme/module. It is necessary that assessment and examination arrangements conducted through online learning modes are reliable and secure. The academic integrity of assessment and how LIT ensures that the work is the authentic work of the student is of paramount importance.

2.0 Scope of the Policy

This policy outlines the Institute’s overarching approach and governing framework for conducting Assessment and Examinations in the context of remote emergency teaching during Semester 2 of the Academic Year 2020/2021. The policy specifies the best practice considerations and the procedures that will apply for a range of Online Continuous Assessment Modes. The policy also identifies how Online Final Examinations will be managed and conducted (Open Book and Live Proctored). The policy shall be considered a component part of the Institute’s Academic Council Regulations and Procedures for Taught Programmes (ACRP) during the Academic Year 2020/2021.

3.0 Overview of Assessment and Examinations During Semester 1, 2020 – 2021

The Assessment and Examinations during Semester 1 of the current Academic Year were conducted in accordance with Version 1 of this Policy. This set out a Governing Framework which took account of the Covid-19 related public health imperatives in the context of Government policy and the impact this would have for assessment and examinations.

The policy strongly recommended that, where possible and appropriate, internal examiners and programme boards would consider the use of 100 % CA and its utilisation in a pre-planned manner to enhance student engagement in the context of emergency remote teaching. The utilising of 100% CA as an assessment mode was made in the context that in person, invigilated exams could not be guaranteed and their provision would be subject to the prevailing public health measures at the time of Exams.

The policy also provided for the option of Online Closed Book (Live Proctored) Final Examinations and in exceptional circumstances, In-person, Invigilated Final Examinations, where specific justification for such requests was provided.

There was a total of 436 Modules assessed in Semester 1 and the assessment mode of these is documented in Table 1.

Assessment Mode	Number of Modules	%
Modules Assessed by 100% CA	403	92.4
In-person Invigilated Final Exam	4	0.9
Alternative Assessment	1	0.2
Online Closed Book (Live Proctored)	28	6.4
Total	436	

Table 1. Overview of Semester 1 Assessment Modes

As evidenced, and as recommended in the policy, the majority of modules (92.4%) were assessed by 100% CA, with 4 In-person Invigilated Exams (0.9%) and 28 Online Closed Book (Live Proctored) (6.4%).

The 28 Online Closed Book (Live Proctored) Final Exams were drawn from across a range of Departments and involved a total of 656 Students. This was the first time live proctored exams were run on this scale by the Institute and constituted a pilot. A total of 590 Students constituting 90% of the total cohort successfully connected to a live proctor and completed an invigilated exam. A further 63 students experienced technical difficulties in connecting with a proctor but were supported by the LIT Examinations Office throughout and these students completed their exams directly in Moodle. A further 3 scheduled students presented with Medical Certificates. A review of the pilot was conducted by the Registrar's Office after the Exams and some important observations for improvement of the process and the student experience were noted for future cohorts.

1. It is noted that online live proctored final examinations require complex and intensive planning with a broad range of technical requirements for both their administration by the Institute and preparation for participation by Students.
2. During Semester 1, the policy framework for assessment in the context of emergency remote teaching was emerging during the first half of the Semester. As a result, there was only a 5 week interval between the decision to request an online live proctored examination and the Exam week. This was not an adequate timeframe and resulted in some risks to the process which while managed, should not be a feature of future exams. These risks included an insufficient timeframe for the proctoring company to guarantee a proctor per exam candidate and for the Institute to prepare students for the process in sufficient advance time.

3. The proctoring company requires an ‘on-boarding’ process in which the planned schedule of proctored examinations is available a minimum of 8 Weeks prior to the beginning of the Exams. Accordingly, the deadline for the decision to request an online proctored Final Exam must be a minimum of 8 weeks before the beginning of Exam Week.
4. The timeframe during the pilot did not allow for Students to be able to conduct a pre-exam live proctor test run. While the 90 % success rate in connecting to a proctor was high and achieved by very careful communication with students, the availability of a pre-exam live proctor test run should be included and would identify and potentially eliminate further technical issues experienced by the 10% of students unable to connect.
5. The increased timeframe refers to the decision to request an online live proctored exam. It does not affect exam submissions deadlines which remain as per academic calendar.
6. The increased timeframe of 8 weeks also allows for clear advance communication with both Students and Staff with respect to the process involved in proctoring and its technical requirements.
7. The pilot has identified that, due to the fixed nature of the LIT Exams Schedule, there is an upper limit to the capacity for live proctored exams (both from the perspective of the proctoring company and capacity of the Institute). This is two exam sessions per day and an upper limit of 70 Students during any single exam session.

It is noted that, with additional Year-long Modules, there will be a higher volume of Modules to be assessed in Semester 2 than in Semester 1. Due to the upper capacity for live proctoring, it is proposed in this policy to expand the range of formal Final Examinations to include Online Open Book Examinations (Non-Proctored).

Online Open Book Examinations (Non-Proctored) may continue to be conducted as part of Continuous Assessment. However, if a Lecturer wishes to have an Open Book Exam to hold the formal status of a Final Examination, with the associated advantage of the Exam Papers being reviewed by an External Examiner, they may select an Online Open Book Examination that will be scheduled by the LIT Exams Office.

Open Book Exams can assess a range of competencies, and are typically used for evaluating a student’s ability to use higher order cognitive skills (application, analysis, synthesis, evaluation). They are therefore frequently used for advanced stages of programmes but also to assess higher level learning outcomes at modular or programme level throughout a programme. Accordingly, the availability of this additional option in semester 2 can help diversify the assessment modes available and assist in meeting capacity in the context of the higher volume of Modules to be assessed.

4.0 The Context for Assessment During Semester 2

It is noted that Semester 2 begins with a deteriorating situation Nationally with respect to Covid-19. Therefore, the context for Assessment during Semester 2 remains the same as in Semester 1 and the National policy framework needs continuous consideration in this regard.

The Institute continues to take account of the Government’s Plan for living with Covid-19^[1] and its associated *Framework for Restrictive Measures in Response to COVID-19*, particularly its Alert Levels, (1 to 5) any of which may prevail at a given time. The Institute has considered the issue of assessment and examinations in detail. It notes the importance of utilising a structured assessment modality for 2020/21, that minimises the requirement for modified alternative assessments used in an emergency basis, as occurred in March 2020. This is important in the context of the expectation nationally for a more robust planned assessment regimen that enhances academic integrity and provides credible academic qualifications during the Covid-19 crisis.

In the context of Covid-19, the health, safety, and wellbeing of students and staff is of paramount concern for the Institute and emergency remote teaching is imperative. Where required, the mode of delivery and assessment is decided by the lecturer in consultation with the Head of Department and/or Programme Board as appropriate, taking account of the public health guidelines, social distancing requirements and the need to minimise and mitigate Covid-19 related risks. Such modes of delivery and assessment may be reviewed and adjusted by the individual lecturer, with consideration of module and programme learning outcomes, in a manner that adheres to the Institute's quality assurance procedures. Academic Council has established a Covid-19 Subcommittee of Academic Council to advise on Academic Quality Assurance matters and Academic Standards, applicable to the delivery of programmes under Covid19 Public Health Measures.

The programme schedules of the Institute's programme portfolio specify the assessment modalities in LIT under four categories, namely, *Final Examination (FE)*, *Continuous Assessment (CA)*, *Project (PR)* *Practical (PC)* and the associated % weighting of each is presented in each Programme schedule. Individual Lecturers, Programme Boards and Department Boards play a central role in adapting both the delivery and assessment modes of programmes in alignment with public health measures and social distancing requirements. Any proposed changes, including changes to assessment in the categories specified, are documented in an online *Covid-19 Tracker Form*. This online tracker form was developed as part of a *Framework for Governance & Management of Covid-19 Related Changes to Approved Programme Schedule* for the Academic Year 2020/2021 and approved by Academic Council at its meeting on June 19th, 2020. The proposed changes are presented to the Covid-19 Subcommittee and Academic Council for governance and oversight.

4.1 Overarching Considerations for Final Examinations (FE) Components

Final Examinations and their associated weighting (%) are identified under the FE Column of Approved Programme Schedules. They may only be conducted through the LIT Examinations Office and the associated examination papers must be reviewed and approved in advance by external examiners using the Examinations Management System (GURU).

Final Examinations may not be conducted and invigilated locally.

The Institute has identified three modalities of Final Examination that may be requested during Semester 2. These are:

1. Online Open Book Final Examination
2. Online Closed Book (Live Proctored) Final Examination
3. In-person Invigilated Final Examination

4.1.1 Specific Context for In-person Final Examination

The Institute acknowledges that while invigilated, In-person, Final Examinations may be a preferred mode of assessment, in light of the prevailing Covid-19 situation, the selection of such a face-to-face, in-person, invigilated examination should only be conducted in exceptional circumstances and must be accompanied by a clear rationale for why it is proposed.

- (i) The Government's *Resilience and Recovery 2020-2021 Plan for Living with COVID-19*^[1], specifies Alert Levels under the *Framework for Restrictive Movement*. Specifically, if relevant Counties regionally, or the entire country nationally, is designated at *Alert Levels 4 or 5* during the examination period, no In-person Final examinations could take place. Similarly, if designated at Alert Level 3, many In-person Final examinations may not be able to take place, depending on the

specific examination context, including cohort size and other Institutional capacity factors to provide the required social distancing.

- (ii) The capacity of the Institute to provide in-person, invigilated examinations will depend on the prevailing Covid-19-related Public health requirements at the time. This will include the capacity of the Institute to provide examination conditions that comply with social distancing requirements during any scheduled examinations. In such circumstances, planned in-person, invigilated examinations may not take place if not in line with the prevailing public health requirements or if the capacity is not available.
- (iii) In the event of an incidence of, or suspected case(s) of Covid-19 in the LIT community during the final examination period, or during an in-person invigilated examinations, the capacity to provide for such examinations may be impacted.

In the context outlined above, the provision of any in-person, invigilated, Final Examination in Semester 2, cannot be guaranteed.

4.2 Overarching Considerations for Continuous Assessment (CA) Practical (PC) and Project (PJ) Components

At the discretion of the lecturer, a diverse range of assessment modes, including face-to-face, blended and online are available for the CA, PR and PC components, as is optimal for the requirements of each module and its particular context. The delivery and assessment of these components, particularly the project and practical components, is often interconnected and may take place in a face-to-face learning environment, provided the prevailing public health measures and social distancing requirements are adhered to. The procedures and best practices for Continuous Assessment are documented in the *LIT Practitioner Guide for Assessment and Examinations During Remote Emergency Teaching, Academic Year 2020 – 2021* which accompanies this policy. It is noted that a range of best practice approaches and tools may be used to verify the validity of these assessment types and in this context, reference to the Practitioner Guide is recommended.

5.0 Governing Framework for Assessment and Examinations during Remote Emergency Teaching in Semester 2, 2020/21

In light of the prevailing circumstances with respect to Covid-19 and the use of remote emergency teaching, the following framework will apply to Assessment and Examinations during Semester 2 of the Academic Year 2020/2021.

- 1) The Institute recommends that the assessment requirements of each programme/module are reviewed in detail with a view to ensuring that valid, fair and consistent approaches are adopted and align with requirements for upholding academic integrity. Such assessment approaches must also take into account the prevailing public health measures and social distancing requirements associated with Covid-19.
- 2) The Institute strongly recommends that where possible and appropriate, the assessment modality be moved to 100% of CA, PC, and PJ components.
 - (i) The greater use of Continuous Assessment may be utilised to assist with the challenge of maintaining Student Engagement during remote emergency teaching. The Lecturer, at their discretion, may re-design and re-designate specified Continuous Assessment subcomponents from the existing specified categories in the Module Definition Form (e.g. Written Assignment, MCQ's), to enhance student engagement during remote emergency teaching.

- The use of summative continuous assessment modes such as online MCQ's, In-Class Tests (Face-to-Face or Online), Open Book In-Class Tests (Face-to-Face or Online), Oral Exams/Interviews is recommended. These approaches may be integrated into the re-designed CA.
 - The Institute notes that written, in-class tests have traditionally been a feature of the CA component of programme schedules (particularly in Year-long modules). Such written, in-class tests should be incorporated into CA and as a general guideline should not represent a high percentage of the total module mark.
 - The best practice approaches for verifying assessment validity, as outlined in LIT Practitioner Guide for Assessment and Examinations During Remote Emergency Teaching may assist in developing a robust assessment regimen.
- (ii) Changes to CA should be detailed in the open text box associated with Step 4, rationale for changes to Assessment, using the *Online Covid-19 Tracker Form*. The tracker forms will remain open throughout the semester to document any ongoing changes to these subcategories of CA assessment to allow flexibility.
- (iii) A reduction in the number of Final Examinations assists the Institute to create capacity for running Final Examinations where these have been identified as necessary assessment elements.
- (iv) A reduction in the number of in-person, invigilated Final Examinations reduces the risks associated with such in-person examinations being unable to take place due to Covid-19 related factors, including a change in Covid-19 alert status.
- (v) All continuous assessments will be made available to external examiners for review, in line with the Institute's External Examiner Policy and Procedures.
- 3) If a Final Examination is identified as necessary, the Institute has identified three modalities of Final Examination that may be requested during Semester 2. These are:
- (i) Online Open Book Final Examination (Non-Proctored) (unlimited);
 - (ii) Online Closed Book (Live Proctored) Final Examination (recommended for PRSB Requirements and Award Years due to limited available capacity by proctoring company);
 - (iii) In-person Invigilated Final Examination (available only with specific justification of necessity for same).
- 4) **Online Open Book Final Examination (Non-Proctored)**
 An Online Open Book Final Examination (Non-Proctored) may be requested for any Module at any stage of a programme. For references, please refer to the best practice considerations for Open Book Examinations outlined in the *LIT Practitioner Guide for Assessment and Examinations During Remote Emergency Teaching, Academic Year 2020 – 2021*, Pages 6 – 9. The Institute recommends this mode of Final Examination where possible and appropriate and notes that it may be a suitable mode of examination for both Progression and Award Years where a Final Examination has been identified as necessary.
- (i) The associated online examination papers must be reviewed and approved by the relevant external examiners using GURU.
 - (ii) The associated online examination shall be scheduled centrally by the LIT Examinations Office.
 - (iii) A Request for an Online Open Book Final Examination Form must be completed (Appendix 2) and submitted to Registrar@lit.ie
- 5) **Online Closed Book (Live Proctored) Final Examination**
 As outlined in Section 3.1, the provision of Online Closed Book (Live Proctored) Final Examinations is subject to limitations on capacity (including ability of proctoring company to provide proctors per

individual student in context of LIT's fixed Final Examinations schedule). Therefore, it is strongly recommended that this mode of examination is preferentially considered for Final Examinations associated with Professional, Regulatory Statutory Bodies (PRSP's) and/or Award Years.

- (i) The provision of Online Closed Book (Live Proctored) Final Examinations cannot be guaranteed particularly for Progression Years. Preference will be applied in the following order: PRSB Requirements, Award Years, 3rd, 2nd 1st Years within available capacity.
- (ii) It should be noted that the live proctoring format is limited to what can be produced by a student using their PC applications and precludes the use of handwritten answer materials. Therefore, careful consideration must be given to the suitability of this exam format for any given module.
- (iii) The associated online examination papers must be reviewed and approved by the relevant external examiners using GURU.
- (iv) The associated online examination shall be scheduled centrally by the LIT Examinations Office.
- (v) Where a live proctored exam is requested for a Progression Year, a detailed account of an alternative assessment strategy that can be implemented if the online live proctored exam cannot be facilitated because of capacity limits.
- (vi) A Request for an Online Closed Book (Live Proctored) Final Examination Form must be completed (Appendix 3) and submitted to Registrar@lit.ie.
- (vii) The deadline for the decision to request an Online Closed Book (Live Proctored) Final Exam must be a minimum of 8 weeks before the beginning of Exam Week.

6) **In-person Invigilated Final Examinations**

If an In-person, Invigilated Final Examination is identified as necessary, it must be noted that this type of Examination cannot be guaranteed and will depend on the prevailing public health circumstances during the examination period. An inability to run an in-person, invigilated examination would necessitate the use of alternative assessment strategies being implemented on an emergency basis, should such circumstances arise. In this context, giving due consideration to reducing the weighting associated with such Final Examinations is recommended.

If an in-person, invigilated, Final Examination is identified as necessary, the examiner(s) must:

- (i) Provide a rationale for why an in-person, invigilated examination is required and why the module cannot be assessed through 100% of CA, PC, and PJ components or by an Online Final Examination;
 - (ii) Provide a detailed account of an alternative assessment strategy that can be implemented if the in-person, invigilated examination cannot take place due to (i) lack of Institute capacity and/or (ii) a regional/national change in the Covid-19 Alert Level status.
 - (iii) Complete a *Request for an In-Person, Invigilated Final Examination Form* (Appendix 4) and submit to Registrar@lit.ie
- 7) New Failed Elements may not be created. Existing Failed elements must be applied in a manner that is consistent with ACRP 4.1.2 (5) Failed Elements may be removed as appropriate.
 - 8) Where Final Examinations are conducted as a Viva Voce, such examinations should normally be conducted online and may be recorded. Where a Viva Voce Examination must take place In in-person it shall be done so in accordance with prevailing public health measures and social distancing requirements.
 - 9) Repeat assessment strategies should be designed to align with the original assessment strategy devised for the first sitting for remote emergency teaching in the context of Covid-19.

- 10) In the case of candidates repeating a Final Examination only (i.e. not repeat attending for a given module), where that Final Examination would have involved an in-person, invigilated examination that is no longer taking place, the repeat assessment strategy should utilise either an alternative assessment strategy or an online examination at the discretion of the Lecturer. Details of such an alternative repeat assessment strategy may be recorded for such repeat candidates using Appendix 4; Part 3 and submitted to the Registrar's Office at Registrar@lit.ie
- 11) The *Online Covid-19 APS Tacker Form* shall be used to document all changes to assessment breakdown and assessment modes as may arise from these recommendations.

6.0 Procedures for Continuous Assessment

Continuous assessment may be conducted in a variety of different modes and these are specified in the Module Definition Forms, using the “Form” drop down tab of Module Manager when specifying the *Assessment*. The various forms of continuous assessment include *Essays; Written Assignments; Multiple Choice Questions; Oral Exams; Interviews; Online Open-Book In-Class Tests; Individual Projects Group Projects; and Portfolio Assessment*.

The combination of both formative and summative assessments are integral components of developing a comprehensive overall assessment strategy designed to help the Students further engage in the learning process and progress through their learning. More low stakes, formative continuous assessment (such as Quizzes, MCQs, Short Assignments etc) can be used throughout the semester to provide feedback to Students and to create opportunities for ongoing engagement and learning. Other types of continuous assessment can be used effectively for summative assessment (such as oral exams/interviews in-class face-to-face or online tests, open book face-to-face in class tests or open book online exams) can be used to collate module content and examine if students have achieved the learning outcomes at the end of the module.

Continuous assessment implemented throughout the semester provides a valuable opportunity to enhance the engagement of students in the learning process and to monitor their progress. This becomes even more vital in the context of remote emergency teaching with the inevitable reduction in face-to-face Lecturer/Student interaction. This has traditionally been a key feature of provision at LIT with a very strong relationship between Staff and Students. LIT has consistently scored higher than other Higher Education Institutes in the categories of Collaborative Learning and Student Faculty Interactions in the National Student Survey (formerly ISSE).

It is acknowledged that the robustness of CA as a means of verifying the achievement of learning outcomes with a high degree of confidence in their associated academic integrity is an issue that requires careful consideration. With careful assessment design, many of forms of CA can be designed to provide a high degree for robustness. For example, Online MCQ's can be designed with a number of features activated to enhance validity and academic integrity (these are described in the *LIT Practitioner Guide for Assessment and Examinations During Remote Emergency Teaching*). Oral Examinations, while time consuming, can be particularly discerning in ascertaining the degree of student achievement of learning outcomes and do not have associated integrity issues. In-class written tests and/or in class face to face and/or online open-book exams can also have a high degree of integrity if designed to assess higher order learning, including evaluation, synthesis, application among others.

An *LIT Practitioner Resource for Assessment and Examinations During Remote Emergency Teaching, Academic Year 2020 – 2021* has been developed as a resource to complement this policy. This document outlines in detail the range of measures that can be implemented to enhance the validity of the various forms of continuous assessment, in addition to a range of best practice considerations to provide a

consistent and effective suite of continuous assessment options that engage students and enhance learning.

6.1. Avoiding Over-assessment

The potential for students to be over-assessed is something that has recently received attention, particularly in the context of Semesterisation. An important recommendation of this policy is that in light of the requirements for emergency remote teaching that where possible and appropriate, the assessment modality be moved to 100% of CA, PC, and PJ components (Recommendation 2, Section 4.0). For many modules this will necessitate re-classifying marks associated with Final Examinations into Continuous Assessment, with the associated creation of additional assessment deliverables. This creates further potential for Students to be over-assessed, both within and across modules, and/or having large number of assessments in any given timeframe during the Semester/Stage. The principle of learning outcomes not being assessed multiple times should also be adhered to.

- 1) If moving to 100 % Continuous Assessment with transfer of marks from other categories such as FE, it is recommended that the entire continuous assessment schedule is revisited and (re)designed as appropriate using a learning outcomes base approach. Therefore, any existing sub-categories of CA that have been specified in the module definition form in Modular Manager may need to be re-designed.
- 2) Ensure that the total number of assessments within the module are appropriate and proportionate to the credits and associated learning hours allocated to the module. As a general rule, a Final Examination should be substituted by no more than two assessment deliverables.
- 3) It is recommended that programme teams should meet to review the overall impact of the total number of assessments across the module.
- 4) A new schedule of assessments should be developed that spreads the assessment deliverables across the Semester. This will assist in creating a consistent programme-level approach to assessment and help ensure no over-assessment or bottlenecks and any given time.

7.0 Procedures for Online Final Examinations

Final Examinations conducted online offer the potential to add a robust form of summative assessment that provides high confidence in the achievement of learning outcomes at key points of a programme. As referenced in Section 3.1, Final Examinations are scheduled by the Examinations Office and, in the context of traditional in-person examinations, are invigilated.

This principle of invigilation is important to maintain and uphold academic integrity and the validity of the assessment process. This principle is extended through live proctoring for the Online Closed Book Live Proctored Final Exams. Open Book Exams, while not invigilated are time limited exams, conducted online through Moodle and careful consideration is required for the design of these Exams to ensure the robustness of the associated assessment (C.f. the *LIT Practitioner Guide for Assessment and Examinations During Remote Emergency Teaching, Academic Year 2020 – 2021*).

In line with existing practices with Final Examinations, all associated online Final Examination Papers (including open book and closed book live proctored) must be reviewed and approved by the relevant external examiners. All Online Final Examinations shall be scheduled centrally by the Examinations Office and conducted through Moodle.

7.1 General Considerations for Exam Instructions and Preparing Students in Advance

- 1) Provide clear examination instructions on the cover sheet of the examination in accordance with the criteria listed in ACRP Section 4.4.3 *Preparation of Examination Papers*.
- 2) In addition to the standard instructions as per ACRP Section 4.4.3, Online Examinations instructions may include the following details as applicable:

- a) if any additional applications may be accessed and used during the exam to create diagrams, charts etc and if they are required to submit any attachments as part of the exam;
 - b) what must be included in the Exam submission (e.g. the number/type of attachments and what file format they must be in);
 - c) where/how to submit and upload the completed examination paper.
- 3) Provide clear information in class with respect to the parameters outlined in 7.1 (2) prior to the examination to enable students adequately prepare for the online exam.

7.2 Expectations of Students During an Online Final Examination

1. Generic instructions for preparation and participation in Online Final Examinations will be provided by the LIT Examinations Office as outlined in Appendix 5.
2. Students will be reminded that Breaches of Assessment Regulations as outlined in ACRP Section 4.11 are viewed very seriously by the Institute and may lead to any resulting issues being referred to a Board of Enquiry (ACRP Section 4.11.14).
3. Students are required to adhere to the Institute's *Student Code of Conduct for Online Final Examinations* which is presented in Appendix 6. Failure to adhere to this Code of Conduct may result in an Exam Board Enquiry under the Institute's academic regulations and/or disciplinary procedures being initiated under the *LIT Student Code of Conduct and Discipline 2019-2024*^[6]
4. It is the responsibility of the Student to check in advance the reliability of their internet connection and the other requirements including, computer/laptop and any software applications necessary to complete an online exam and/or submit an assignment.
5. Where required, students must verify their identity by logging into the Institute's VLE or equivalent system for the completion of examinations and/or submission of assignments.
6. If a student cannot attend/complete the online exam (e.g. arrives late/must leave an exam/becomes ill/internet drops during the exam among others) the Examinations Office must be informed at the earliest possible opportunity. If a candidate must leave an examination, the proctor should be informed via the chat function in the case of an online live proctored exam. The relevant lecturers should also be informed via email at the earliest opportunity if a candidate cannot attend/complete an exam.
7. Any questions or queries must be communicated as follows:
to Exams@lit.ie in the case of Online Open Book Exams (Non-Proctored);
to the Proctor and/or Exams@lit.ie in the case of a Online Closed Book (Live-Proctored) Exams.
8. Students are prohibited from communicating with other students or other third parties during an online exam.
9. Students are prohibited from using any third party to act in their name to complete an exam.
10. Students are prohibited from accessing any unauthorised course material via the VLE, on the internet or on any accessible drives.
11. The full *Student Code of Conduct for Online Final Examinations* is presented in Appendix 6.
12. Students shall be provided with clear written instructions by the LIT Examinations Office including;
 - (i) universal instructions for accessing and completing the examination;
 - (ii) the *LIT Student Code of Conduct for Online Examinations*.

A Guide for Preparing these Instructions to Students for Online Final Examinations is presented in Appendix 5.

7.3 Facilitating Students with no Access to Internet and/or Hardware for Participation

The use of remote emergency teaching and assessment has developed in a relatively short time frame. It is inevitable that not all students will have the immediate capacity to participate due to issues such as lack of access to broadband and/or lack of required hardware, such as PC/Laptop/Webcam.

It is a fundamental principle that all Students, irrespective of such circumstance must be provided with an opportunity to access their online examination. A number of approaches may be used to provide such opportunities:

- 1) In the case of hardware and subject to availability, laptops or webcams may be borrowed from LIT Computer Services for the duration of the examination;
- 2) In the case of hardware, LIT will provide recommendation of cheapest purchase options for any students interested in purchasing the necessary equipment;
- 3) Subject to the prevailing public health measures, students who have verified/proven a lack of capacity to undertake the examination remotely, such as lack of broadband capacity, may be offered the opportunity to undertake the exam in a LIT Classroom (Computer Lab) using LIT IT Resources. In this manner, LIT functions as a *Test Centre* for the Online Exam.
- 4) Students are required to make every reasonable effort to enable capacity to undertake an online exam and must engage with the options listed in 1) to 3) above to find a solution.
- 5) If students do not have the capacity to undertake an online Exam, they must complete the *Online Exam System Requirements Student Form* (Appendix 7) to enable the Institute assist them with any specified capacity issues.

7.4 General Considerations for Writing/Creating Online Final Exams

As referenced in Section 7.0, Online Final Examinations (both Open Book (Non Proctored) and Closed Book (Live Proctored) may only be conducted through Moodle. There are two functions in Moodle that enable the creation of two different formats/types of online examination, selected at the discretion of the Lecturer depending on their specific requirements.

- 1) The Moodle Assignment Tool can be used to facilitate Online examinations with *Essay Style Questions*. These examinations can be written as Word documents, using existing examination templates as downloaded from GURU in the normal way.
- 2) The Moodle Quiz function can be used to create *MCQ Based Exams*, including examinations with some short answer questions. This type of Examination must be created in Moodle Quiz using its software function to build the examination.

While *Essay Style Questions* could be included in a Moodle Quiz Exam (not just MCQ's) this is not recommended. Instead, the use of the Moodle Assignment tool is recommended as the method of choice for this type exam. There are a number of advantages to this approach including: (i), the greater functionality of Word for Students completing the exam; (ii), the ability to upload a variety of file types (iii), it allows for ready utilisation of existing exam templates, and (iv), it facilitates upload of draft exam papers to the Institute's examinations management system GURU, for review by external examiners before upload of the final exam file to Moodle Assignment. Furthermore, the availability of the completed examination scripts in Word format allows lecturers to correct them by annotating and adding comments as appropriate, in addition to inserting marks awarded in accordance with the Institute's policy on marking of examination scripts. The availability of these corrected scripts to external examiners is an important part of the quality assurance system for the examinations process. Conversely, correcting an essay style question in the Moodle Quiz function would only allow for the insertion of the final mark for any given question/section.

7.4.1 Specific Considerations for the Essay Style Question Exams in Moodle Assignment

- 1) The *Essay Style* Exams may be written as Word documents using existing Examination Templates in the Examinations Management system GURU. After drafting, these examinations, and associated solutions and marking schemes, can be uploaded to GURU, in the normal way, for access by external examiners to review.
- 2) After external examiner feedback has been taken on board and the papers finalised, they may be saved as pdf files and uploaded to Moodle Assignment in the dedicated Moodle Exam page in advance of the examination.
- 3) During the examination, the candidates can open their own solutions workbook and answer each Question creating a workbook as specified in the Examination. After completion of the examination, the workbook is uploaded to Moodle assignment by the candidate.
- 4) Additional authorised applications (such as Excel, CAD etc) can also be used by the candidate to answer any given questions, provided that they are located on the Computer on which the actual examination is completed.
- 5) Specify when the Exam should be opened and closed within Moodle (this should be slightly longer than the duration of the exam to allow for students to log in to Moodle, open the exam and for any buffering that may occur when submitting the final exam;

7.4.2 Specific Considerations for MCQ Based Examinations

- 1) The MCQ based exam may be created locally in a format at the discretion of the lecturer. After drafting, these examinations and associated solutions and marking schemes, can be uploaded to GURU in the normal way, for access by external examiners to review.
- 2) After external examiner feedback has been addressed and the papers finalised, the Final examination shall be created in the Moodle Exam page by the Lecturer using Moodle Quiz to build the online version of the MCQ.
- 3) While MCQ based Final Examinations will be fully proctored, the best practice approaches for enhancing the validity of MCQ's may be employed at the discretion of the Lecturer (C.f. *LIT Practitioner Resource for Assessment and Examinations During Remote Emergency Teaching*).
- 4) It is imperative that the automatic feedback function is disabled in the MCQ set up to prevent Students gaining access to the correct answers during the exam.
- 5) Given the nature of this examination type (fixed answers), the resulting scripts may be corrected directly in Moodle Quiz with insertion of final marks.
- 6) An outline procedure for creating Online Final Examinations in Moodle Quiz is presented in the *LIT Practitioner Resource for Assessment and Examinations During Remote Emergency Teaching*. Support for using this tool to create online examinations will be provided by Quality, Teaching and Learning.

7.5 The Online Open Book Final Examination Process

Online Open Book Final Examinations (Non-Proctored) will be conducted through either the Assignment or Quiz function of Moodle.

- 1) A dedicated Moodle exam page shall be established by the LIT Examinations Office/Computer Services for each Online Open Book Final Examination (as Final Examinations these are organised centrally and cannot be run locally in Module Moodle pages).
- 2) All candidates (including any external repeat candidates) are enrolled in the Moodle Exam pages by the LIT Exams Office/Computer Services and any reasonable accommodations are applied.
- 3) The Examination papers are submitted to GURU for approval by External Examiners with submission date as per agreed Academic Calendar.

- 4) After External Examiner feedback has been taken on board and the papers finalised, they may be uploaded to Moodle in the dedicated Moodle Exam Page. This will be coordinated by the LIT Exams Office.
- 5) In the case of Exams conducted in Moodle Assignment, the candidates can open their own solutions files and answer each question, creating a workbook as specified in the Examination instructions. After completion of the examination, the solutions workbook is uploaded to Moodle assignment by the candidate.
- 6) It is important to ensure that sufficient time is given to allow students to upload the files that were created as part of the exam.
- 7) Provide clear instructions to the student around the resources, materials and application that can be used during the Open Book Exam before the exam commences.
- 8) It is important that a reasonable time limit is allocated to Open-Book Exams. As a general guide the Examination time should not exceed 4/5 hours. Open Book Exams longer than 4/5 Hours duration should be conducted locally as part of Continuous Assessment (see above).
- 9) A link to the email address Exams@lit.ie will be provided in Moodle with a note explaining that students may contact the LIT Examinations Office by email during the examination if they have any paper specific query.
- 10) On completion of the examination students must submit the exam and upload any associated solutions files as per instructions provided.

7.6 The Online Closed Book (Live Proctored) Final Examination Process

Online Closed Book (Live Proctored) Final Examinations may only be conducted through the Institute's VLE - Moodle. An external online examinations proctoring company will be engaged by the Institute to live proctor (invigilate) the exams. The proctoring software integrates with Moodle. The Online Final Examinations will be conducted through Moodle and then live proctored through the proctoring software. The live proctoring creates a 'virtual exam room'. This involves a live proctor being present throughout the examination. Students can interact with the proctor via a Chat function.

The examination candidate accesses the examination by logging into Moodle using their personal log in details. They must then display their official LIT Identification Card, or other government issued Photo Identification and an image is taken of this. The live Proctor then compares the name of the candidate to the list of candidates registered for the examination and compares the photo identification to that of the candidate. A second clear photo of the examination candidate's face is then taken and both photos are stored for comparison and review purposes.

The proctoring software records the screen of the PC on which the Student undertakes the exam, creating a record of all screen activity. This monitors any potential use of web browsers or access of content saved in other drives. A webcam also records the Student throughout the examination which assists the live proctor to monitor that the student does not access physical content in the exam room or on devices such as mobile phones.

The live proctor monitors the conduct of the examination candidate for anomalous behaviour throughout the examination. The proctoring software generates an incidence report for the duration of the examination. The proctoring company conducts a full review of all data collected and provides a report to the Institute with respect to the academic integrity of the examination. The incident report and the exam recordings are also available to the internal examiners on request for any further review as deemed necessary.

The request for a proctored exam must be confirmed by the indicated deadline (C.f. Appendix 1) and any request received after this deadline cannot be accommodated.

7.6.1 Overarching considerations for Online Closed Book (Live Proctored) Final Examination

1. A key consideration must be the ability of the Student to answer the specified questions in the time allocated using any authorised PC-based tools and resources. Students may not use their phones to take images of any drawings, graphs or mathematical calculations developed offline, as this would compromise the academic integrity of the examination. In this context, careful consideration must be given to the selection of this mode of examination in the context of the module and to the design of the examination to ensure it is viable and can be completed in the allocated time.
2. The learning outcomes associated with any question types that are not viable in the Online Closed Book (Live Proctored) format should be assessed instead using the Continuous Assessment, Project or Practical assessment components of modules an Open Book Final Exam (Non-Proctored).
3. Lecturers shall ensure that students are made aware in advance of the exam, (during class time) of the general context of the examination, including the main application that will be used to complete the exam, the type of exam questions and any additional applications (if any) they are allowed to access and use.

7.6.2 Conducting the Online Closed Book (Live Proctored) Final Examination

- 1) Online Closed Book (Live Proctored) Final Examinations will be set up in a dedicated Moodle Examinations Page for each respective Module by Computer Services in conjunction with LIT Examinations Office.
- 2) All students, including any external repeat candidates, will be enrolled in the Moodle examination page for exams for which they are registered.
- 3) Students are required to identify themselves to the live proctor at the beginning of the examination by displaying their LIT Student identification for photo capture and providing for the taking of a face photo.
- 4) A link to the email address Exams@lit.ie will be provided in Moodle with a note explaining that students may contact the LIT Examinations Office by email during the examination if they have any paper specific query.
- 5) On completion of the examination students must submit the exam and upload any associated solutions files as per instructions provided.
- 6) The proctoring company makes available an incident report and the exam recordings to the LIT Examinations Office. Internal examiners are notified by the Examinations Office of any potential breaches of academic integrity and/or the *LIT Student Code of Conduct for Online Examinations*. The incident reports and exam recordings also available to the internal examiners on request for any further review as required.

8.0 Viewing and Review of Assessment and Examination Materials During Remote Emergency Teaching

Remote emergency teaching and the implementation of public health measures limits the ability of External Examiners to visit the Institute to view examination and assessment materials. Therefore, as this is a key academic quality assurance process, it is imperative to develop and enhance the capacity of external examiners to access assessment and examinations material remotely.

8.1 Hardcopy Continuous Assessment

- 1) External Examiners are not required to visit the Institute during remote emergency teaching in accordance with the External Examiners Policy and Procedures.

- 2) If an External Examiner is in a position to visit the Institute all assessment materials shall be made available in the normal way.
- 3) If an External Examiner is unable to visit the Institute, representative samples of Hardcopy Continuous Assessment shall be made available by Post to the relevant external examiners.

8.2 Viewing Assessment Materials

- 1) All assessment material that is available in soft copy format may be uploaded to a dedicated folder by the relevant Lecturer in their Moodle Module Page or to specific Microsoft Team portal created for External examining. A consistent approach using any one application is recommended within any given Department.
- 2) The associated External Examiner may be given 'Guest Access' to the Continuous Assessment in the relevant application.

9.0 List of Appendices

Appendix 1: Outline of Process for Managing Online Examinations

Appendix 2: Request for an Online Open Book Final Examination Form

Appendix 3: Request for an Online Closed Book (Live Proctored) Final Examination Form

Appendix 4: Request for an In-Person Invigilated Final Examination Form

Appendix 5: A Guide for Preparing Instructions to Students for Online Final Examinations

Appendix 6: LIT Student Code of Conduct for Online Final Examinations

Appendix 7: Online Exam System Requirements Student Form

10.0 References

- [1] Ireland, Department of the Taoiseach (2020) *Resilience and recovery 2020-2021: plan for living with COVID-19*, Dublin: Department of the Taoiseach, available: <https://www.gov.ie/en/campaigns/resilience-recovery-2020-2021-plan-for-living-with-covid-19/>
- [2] Quality and Qualifications Ireland (2020) *Guiding principles for alternative assessments (devised in response to the Covid-19 emergency restrictions)*, Dublin: Quality and Qualifications Ireland, available: <https://www.qqi.ie/Downloads/Guiding%20Principles%20for%20Alternative%20Assessment%20%28COVID-19%29.pdf>
- [3] *Qualifications and Quality Assurance (Education and Training) (Amendment) Act (2019)*, No 32/2020, Dublin: Stationary Office, available: <http://www.irishstatutebook.ie/eli/2019/act/32/enacted/en/html>
- [4] Quality and Qualifications Ireland (2018) *Academic Integrity* Dublin: Quality and Qualifications Ireland, available: <https://www.qqi.ie/Articles/Pages/Academic-Integrity.aspx>
- [5] Quality and Qualifications Ireland (2020) *The impact of COVID-19: modifications to teaching, learning and assessment in Irish further education and training and higher education*, Dublin: Quality and Qualifications Ireland, available: <https://www.qqi.ie/Downloads/The%20Impact%20of%20COVID-19%20Modifications%20to%20Teaching%2c%20Learning%20and%20Assessment%20in%20Irish%20Further%20Education.pdf>
- [6] [LIT Student Code of Conduct and Discipline 2019 - 2024 \(Approved AC 17.06.19\)](#)

Appendix 1: Outline of Process for Managing Online Examinations

Outline of Key Process Milestones and Target Dates	Due Date
1. Submission of Forms Requesting (i) Online Open Book Final Examination (ii) Online closed book (Live Proctored) Final Exam (iii) In-person, Invigilated Final Exam	Friday 12 th February
2. Completion of Covid-19 Tracker Forms due on:	Friday 12 th February
3. Exams Office compile list of all Online and In-person Final Examination (FE)/Department. A <i>Schedule of Examinations</i> is established by the Examinations Office.	Friday 19 th February
4. The schedule of Examinations is made available to Exam Proctoring company. The schedule includes exam date/time/duration and No of enrolled Candidates.	Monday 22 nd February
5. Setting up of Moodle Exam Pages (centrally by Exams Office/Computer Services, QTL) (i) Create a new Moodle Exam page for each online FE (ii) Enrol relevant internal examiners and external examiners on to that Module. (iii) Enrol all Students registered for that Final Examination (including internal and external candidates).	Friday 26 th February
6. Submission of Final Online and In-person Examinations Papers and Solutions in GURU	Friday 26 th February
7. All Continuous Assessment Briefs and Rubrics where appropriate to be uploaded to GURU for all modules	Friday 5 th March
8. Online Examinations to be made available to External Examiners for Review (Faculty administrators co-ordinate notification of External Examiners)	Monday 1 st March – Friday 12 th March (inclusive)
9. After review by external examiners, all online Exams finalised as appropriate and signed off for issue to Exams Office	Monday 15 th March – Friday 26 th March (inclusive)
10. Easter Break	Monday 29 th March – Friday April 9 th (inclusive)
11. Upload and setting of all Online exams to their dedicated Moodle Exam pages (process is co-ordinated by LIT Exams Office, QTL)	Monday April 12 th – Friday April 23 rd .
12. The Examinations Office will make the Exams available for Students to access on the scheduled date.	Monday 3rd May – Friday 14th May (Inclusive)
13. The Proctoring Company generate Academic Integrity Review of each examination and these are submitted to the Exams Office	
14. All Assessment Materials including for Modules assessed by 100% CA and Modules with Final Examinations to be made available to External Examiners in accordance with Section 8.0 of this Policy.	

Quality, Teaching and Learning will provide support to the Examinations Office in terms of Moodle and liaising with the Proctoring Company.

Appendix 2: Request for an Online Open Book Final Examination Form

Email completed form to Registrar@lit.ie Friday 12th February

Please complete all sections of this form. If a section is not applicable insert N/A.

Note:

An Online Open Book Final Examination is an examination that is scheduled and managed by the LIT Examinations Office.

The associated examination paper must be approved by the relevant external examiners and the paper must be available in GURU by Friday 26th February.

Module and Examination Details	
Module Title	
Module Code	
Programme Title(s) (If Module is common across a number of Programmes please list all Programmes)	
Internal Examiner(s)	
Specify all <u>software applications</u> that students may access as part of the exam	
Specify any additional resources that may be used by candidates e.g. course notes, books	
Duration of Examination (include time for uploading examination files)	
Any additional Requirements,	

Note: If you wish to run an Online Examination locally this would constitute Continuous Assessment. In this case, use the Covid-19 Online Tracker Forms to change the designation from FE to CA and run the exam as suitable locally.

Appendix 3: Request for an Online Closed Book (Live Proctored) Final Examination Form

Please complete all sections of this form. If a section is not applicable insert N/A.

Email completed form to Registrar@lit.ie Friday 12th February

Note:

An Online Closed Book (Live Proctored) Examination is an examination that is scheduled and managed by the LIT Examinations Office. It will be proctored (invigilated) using an external proctoring company. **The associated examination paper must be approved by the relevant external examiners and the paper must be available in GURU by Friday 26th February.**

Part 1. Module and Examination Details	
Module Title	
Module Code	
Programme Title(s) (If Module is common across a number of Programmes please list all Programmes)	
Internal Examiner(s)	
Specify Type of Online Exam (click to place an <input checked="" type="checkbox"/> in the box to select type of Online Exam)	<i>Essay Style (Moodle Assignment Tool)</i> <input type="checkbox"/> <div style="text-align: center;"><u>or</u></div> <i>MCQ/Short Answer (Moodle Quiz)</i> <input type="checkbox"/>
Specify all <u>software applications</u> that students may access as part of the exam	
Duration of Examination (include time for uploading examination files)	
Any additional Requirements, e.g. Use of Calculator etc.	

Part 2: Detailed Account of an Alternative Assessment Strategy
(to be used in the event that Online Closed Book (Live Proctored) Exam cannot be facilitated)

Note: If you wish to run an Online Examination locally this would constitute Continuous Assessment. In this case, use the Covid-19 Online Tracker Forms to change the designation from FE to CA and run the exam as suitable locally.

Appendix 4: Request for an In-Person, Invigilated Final Examination Form

Please note that the deadline for uploading all Final Examinations and associated Solutions and Marking Schemes to GURU for External Examiner Review is Friday 26th February

Please complete all parts and sections of this form. If a section is not applicable insert N/A.

Email completed form to Registrar@lit.ie by Friday 12th February

Part 1: Module and Examination Details	
Module Title	
Module Code	
Programme Title(s) (if Module is common across a number of Programmes please list all Programmes)	
Internal Examiner(s)	
Duration of Examination	
Specify any Particular Examination Venue Requirements	

Part 2: Detailed Rationale for why an In-Person, Invigilated Examination is Required

Part 3: Detailed Account of an Alternative Assessment Strategy
(to be used in the event that the Face-to-Face Examination cannot run)

Appendix 5: A Guide for Preparing *Instructions to Students for Online Final Examinations*

These instructions will be provided by the LIT Examinations Office and should include factors such as:

- a) date, time and duration of the exam;
- b) minimum required internet access;
- c) hardware and software requirements;
- d) using the webcam;
- e) how to access the examination;
- f) specific requirements of proctoring in the case of live proctored exams;
- g) the LIT Student Code of Conduct for Online Final Examinations.
- h) What to do/steps to follow if you have difficulty in accessing exams such as lack of hardware, software and/or internet access.

Appendix 6: Student Code of Conduct for Online Final Examinations

An Online Final Examination is a formal examination given by the Institute as part of the Examinations and Assessment process for programmes leading to awards by the Institute. It is important that online examinations and assessments are valid, fair and consistent, in line with face to face approaches. The validity of a student's work and how LIT ensures that the work is authentic is of paramount importance. Students are reminded that Breaches of Assessment Regulations as outlined in ACRP Section 4.11 are viewed very seriously by the Institute and may lead to any resulting issues being referred to a Board of Enquiry (ACRP Section 4.11.14).

This LIT Student Code of Conduct for Online Final Examinations has been developed to inform Students of the standards and norms that are required when completing an Online Final Examination. Compliance with the Code of Conduct for Online Final Examinations is viewed by the Institute as an essential fundamental personal responsibility for every student in LIT in the context of creating a fair and valid examinations process. Therefore, any students who are in breach of this Student Code of Conduct for Online Examinations may be subject to Exam Board Enquiry under the Institutes Academic Regulations and/or disciplinary measures under the *LIT Code of Conduct and Discipline 2019-2024* ^[1]

When completing a Final Online Examination, the following Code of Conduct must be adhered to by all students.

- 1) You will receive a document titled *Instructions for Preparing for your Online Final Examination* from the LIT Examinations Office and you are required to consult closely with this document as you prepare for your examination.
- 2) It is the responsibility of the Student to ensure in advance that you have the capacity to access and complete the Online Final Examination. Check in advance that you have reliable internet access and check that you have adequate broadband speed and data allowance. A number of internet tools allow you to check broadband speed and one is available at the following link: <https://broadbandspeedtest.ie/> (minimum download speed of at least 5Mbps and an upload speed of 3Mbps is recommended).
- 3) Check in advance that you have met all the hardware/software requirements to sit the Online Final Examination, including computer/laptop, webcam and any software applications necessary to complete an online exam and/or submit associated files.
- 4) If you believe that you may have any issues accessing your online exam please seek advice and guidance from the LIT Examinations Office and Computer Services. It is your responsibility to ensure that you have a means of accessing and completing the examination. A number of options for Students with access issues are presented in the *Instructions for Preparing for your Online Final Examination* document.
- 5) You must verify your identity by logging into Moodle for the completion of the examination and/or submission of associated workbook and file attachments.
- 6) In the case of a proctored exam, you must verify your identity to the proctoring system by displaying your student identification card and allowing the proctoring system to take a photo of your face.
- 7) If a student cannot attend/complete the online exam (e.g. arrives late/must leave an exam/ becomes ill/internet drops during the exam among others) the Examinations Office must be informed at the earliest possible opportunity at Exams@lit.ie If a candidate must leave an examination the proctor should be informed via the chat function.

- 8) In the case of a proctored exam, should you need to leave the Examination for any reason, including a brief comfort break, you must notify the Proctor via the chat function in the proctoring system prior to leaving the examination.
- 9) You are prohibited from communicating with other students or other third parties during an online exam.
- 6) You are prohibited from using any third party to act in your name in order to complete an exam.
- 7) You are prohibited from accessing unauthorised course materials/software applications via the VLE, PC or internet during an examination unless it's a designated exam requirement.

Reference

[1] LIT Student Code of Conduct and Discipline 2019 - 2024 (Approved AC 17.06.19)

Appendix 7: Online Exam System Requirements Student Form

1. Please select from the list below any of the system requirements that you do NOT have:
Multiple choice.

- Desktop Computer or Laptop
- Video input - Webcam or camera built into your laptop
- Audio - Microphone (either built into desktop computer, laptop or webcam)
- Internet connection with a speed of at least 2 Mbps download and 2 Mbps upload

2. Please enter your K Number.

3. Full Name.

4. What is the Title of your Programme