LIT Policy on Academic Governance and Procedures for Assessment and Examinations 2021 – 2022

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General Deliverables

- Complete a review of Assessment Strategies by Friday 8th October including:
  - *Submission of Covid-19 Tracker Amendment Request Form*
  - *Completion of New Covid-19 Tracker forms (New Programmes & New Programmatic Review Only)*
- Completed forms requesting Final Examinations to be submitted to Registrar@lit.ie Friday 8th October
- Submission of Final Online and In-person Examinations Papers and Solutions in GURU by Friday 29th October.
- Continuous Assessment Briefs and Rubrics where appropriate to be uploaded to GURU by Friday 5th November.

Assessment Options and Key Features

Option (A) 100% Continuous Assessment

- Assessment by 100% Continuous Assessment may be maintained and/or implemented as appropriate.
  - 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.
  - Use *Covid-19 Tracker Amendment Request Form* to record any changes from 2020/2021 approach.
  - 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 2021-2022

Option (B) Online Open Book Final Examination

- This is a New Option and may be selected for any Semester 1 Module.
- Exams Office sets up Exams in Moodle Exam Page after External Examiner 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 Option A above)
- Resources to support Open Book Exams available at Practitioner and Student Resources

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

- May be subject to capacity limit with preferential availability for PRSB requirements, Award Yrs., 3rd , 2nd Yrs.
- Set up and conducted in dedicated Moodle Exam Page created by Exams Office
- Proctored by externally contracted proctoring company.
- Includes candidate identification and recording of candidate & all screen activity for Exam duration
- Due to nature of proctoring handwritten material is not permissible. Therefore, Proctored Exam may only be conducted using PC Applications and requires careful selection and design of exam questions.

Option (C) In-Person Invigilated Final Examination

- Depending on prevailing public health conditions/particular local circumstances cannot be guaranteed.
- All request for in person exams must include a detailed alternative assessment strategy.
- Consider the overall capacity at an Institute level of very large volume of In person Exam requests and the risk at a module level if that exam cannot take place in context of Covid-19 related issues.
- Viva Voce Final Examinations that take place in-person shall be done so in accordance with prevailing public health measures. They may be conducted online and recorded as appropriate.

PART 1: ACADEMIC GOVERNANCE

1.0   Introduction 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. The *Resilience and Recovery 2020-2021 Plan for Living with COVID-19*[1] published by the Government in September 15th, 2020 cogently 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 June 2021, the Government published a plan entitled *"A Safe Return: Plan for a Safe Return to Onsite Further and Higher Education and Research in 2021/22"*[2]. A key principle of the plan is *"prioritising the immediate health and safety needs of students, learners and staff and the health and safety of the broader community* in conjunction with the key objective *"to achieve an overarching planning framework within which institutions and providers can plan for consistent significant increases in levels of safe and sustainable on-site activities across further and higher education"*. The Safe Return Plan further includes *"an expanded discretionary framework of necessary on-site activities"* with a significant increase in on-site teaching and learning activities and research. The Expanded Discretionary Framework includes 'proposed maximum activities' and proposed 'minimum activities'. There is a requirement within the proposed maximum activities to make *"adjustments to the timetable to reduce the overall population on-site at any one time"* and that planning would ensure that overall numbers attending on-site will be moderated. The Plan further notes that *"Institutions and providers can continue to use their discretion when deciding between on-site and remote for the scheduling of particular activities.*

The Safe Return Plan also notes that *"there can be no certainty in relation to the future trajectory of the disease"* and highlights the importance of *"contingency planning, aligned to a more restrictive public health environment"* and recognises that *"it is difficult to change course mid-programme or semester"*. In this context it offers latitude to Institutions to make adaptations and changes best suited to their own context and requirements. The plan also references the need for *"a contingency baseline that is greater than the current limit"*. The difficulty with respect to being required to change course mid-semester is particularly pronounced for Assessment and Examinations as students and staff require clarity from the outset. At an Institutional level significant advanced planning is required for the secure implementation of this critically important and sensitive aspect of the academic process. This includes the meeting of a range of milestones and timelines for key deliverables to enable successful delivery of examinations (in-person and online).

It is also vital to consider the learning from the previous two academic years, and the key observation with the *Resilience and Recovery 2020-2021 Plan for Living with COVID-19*[1] *"that decisions are made with the best information available at a given point in time"* with the potential for constant change. With respect to Assessment and Examinations, that learning has included the observation, as referenced, that it is essential to provide clarity with respect to the options available to enable individual staff and programme boards make early decisions and communicate this to their students. Indeed as a guiding principle the Safe Return Plan states that *"plans, guidance and policies will be communicated as far in advance as possible, recognising that public health advice is subject to change and that some uncertainty will always exist"*.

The Technological Higher Education Association (THEA) has agreed, in September, with the Teachers Union of Ireland (TUI) a document entitled *Emergency Remote Teaching for the Academic Year 2021/2021*. This agreement notes that *"the intention for 2021/22 is for a predominantly on-site learning experience for all students and learners in line with the commitment given by Government"* in the Safe Return Plan. It notes that *"the health, safety, and wellbeing of students and staff is the paramount concern for the sector"* and that *"Institutional leaders will ensure that the planning for the delivery of*

programmes in 2021-22 is informed by this principle at every stage". Similar to the Safe Return Plan, the THEA/TUI agreement also notes that public health measures to combat Covid-19 "*are subject to constant review and adaptation. In this context, the parameters for planning and delivering the 2021/2022 academic year are necessarily fluid and will change over time in accordance with national public health expert advice*".

The Institute has conducted Covid-19 related Student Surveys including the Covid-19 EU Barometer Survey in 2020 and the National Student Survey 2021 which included seven specific Covid-19 related Questions. Evidence from both these student surveys have indicated the importance of early information and communication with respect to assessment and examinations and late notification and changes potentially contributing to anxiety and stress. It is also prudent to factor into decision making from the outset, the possibility that the Public Health situation and associated measure could change as the Semester progresses. Equally, issues relating to health and safety could arise for specific groups and cohorts of students right up to and through the examinations period. As LIT is committed to providing a safe campus and will implement all required public health measures as required at any given point in time, this could result in some or all in-person examinations not being able to take place in the scheduled examination period.

QQI in its study entitled, 'The Impact of COVID-19 Modifications to Teaching, Learning and Assessment in Irish Further Education and Training and Higher Education'[3] has noted 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.* The Institute is committed to these principles and during the upcoming adaptation and transition period to continue to respond to the challenges and adapt practices in a manner proportionate to the prevailing circumstances. Given the advanced planning and key delivery milestones to enable efficient and secure delivery of Assessment Examinations as outlined in Appendix 1, the overall policy approach and governing framework outlined in this policy supports these objectives.

2.0   Scope of the Policy

This policy outlines the Institute's overarching approach and governing framework for conducting Assessment and Examinations during the Academic Year 2021/2022 in line with the *Governments A Safe Return: Plan for a Safe Return to Onsite Further and Higher Education and Research in 2021/2* [2].

- The policy specifies the various options for assessment that will apply during the Semester and identifies the key milestones and deliverables associated with each option.
- The policy specifies the due diligence, academic governance and oversight mechanism for Assessment and Examinations for Academic Year 2021/2022 in the context of deviation from Approved Programme Schedules.
- 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)[4] during the Academic Year 2021/2022.

3.0   The Context and Approach for Assessment During 2021/2022

As outline in Section 1.0, the Institute has considered the issue of assessment and examinations in detail in the context of the prevailing public health circumstances and the Government's plan entitled *"A Safe Return: Plan for a Safe Return to Onsite Further and Higher Education and Research in 2021/22*[2]. The Institute notes the importance of utilising a structured assessment modality that facilitates advanced

planning and safe and secure delivery of the planned assessment approach. This should minimise the requirement for modified alternative assessments used in an emergency basis, as occurred in March 2020. This continues to be 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. The issue of Academic Integrity has recently received increasing emphasis in the context of national policy for assessment[5].

In the context of Covid-19, the health, safety, and wellbeing of students and staff is of paramount concern for the Institute. As in the 2020/2021 Academic Year, the mode of 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 and the need to minimise and mitigate Covid-19 related risks. Such modes of 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 Covid-19 Public Health Measures.

The programme schedules of the Institute's programme portfolio specify the assessment modalities in under four categories, namely;
> *Continuous Assessment (CA),*
> *Project (PR)*
> *Practical (PC)*
> *Final Examination FE),*

The associated % weighting of each is presented in each Programme schedule for each Stage of a Programme.

During the 2020/2021 Academic Year, Individual Lecturers, Programme Boards and Department Boards played a central role in adapting assessment in a manner that aligned with public health measures. Any changes, including changes to assessment in the categories specified, were documented in online *Covid-19 Tracker Forms.* These online tracker form were developed as part of a *Framework for Governance & Management of Covid-19 Related Changes to Approved Programme Schedule* and approved by Academic Council in June 2020. The proposed changes were presented to the Covid-19 Subcommittee and Academic Council for governance and oversight. In this manner any deviations from the Approved Programme Schedules (APS) to both delivery and assessment were fully documented and underwent an important governance and oversight process by Academic Council through the Covid-19 Subcommittee. This was of fundamental importance from the perspective of the Institute to maintain the quality of the student experience, preserve academic integrity and ensure the safe delivery of programmes. It provided the necessary protection to the Students, Staff and the Institute in the context of required deviations for the Approved Programme Schedules. It is of fundamental importance to continue this due diligence and governance oversight during the 2021/2022 Academic Year and this policy supports this due diligence in the context of Assessment.

The successful delivery of Assessment and Examinations at an Institute level is a significant logistical endeavour in any (including pre-pandemic) academic year and the starting point is the assessment schedule as defined in the APS. During the 2020/2021 Academic Year, the Academic Council approved completed Covid-19 Tracker Forms enabled staff alter assessment in line with public health requirements as referenced. Therefore, during the 2021/2022 Academic Year, there are two possible starting points, namely, the APS or the 2020/2021 Completed Covid-19 Tracker Forms. *It is argued here that to commit, at the outset of the Semester, to revert to the assessment schedule of the APS and effectively revert to pre pandemic assessment modalities would not be consistent with the Safe Return Plan, as referenced in Section 1.0, and could subject Students, Staff and the Institute to significant risks.* These risks are significant as the difficulties in changing course mid semester are amplified for

assessment which is subject to advance planning requirements with restrictive timelines (C.f. Appendix 1 as a reference point). It would also remove the option for Staff to retain any new assessment approaches developed the previous academic year without an opportunity for having a transition or adaptation period.

3.1 Approach to Governance and Management of Assessment and Examinations

Taking full account of the Safe Return Plan and considering the context as outlined above, the approach of the Institute, as specified in this policy, is to:

1) *implement a policy approach that requires Academic Council oversight and approval of all assessment approaches including approval of any contingency alternative assessment plans if required;*

2) *utilise the existing completed Covid-19 Tracker Forms for the 2020/2021 Academic Year and roll the equivalent completed Semester 1 Tracker forms which shall be considered the default position unless staff/programme boards request specific modifications (See point 3 below);*

3) *for new programmes or Stages of Programmes entering a new programmatic review implementation period, create, complete and approve new Covid-19 Tracker forms;*

4) *simultaneously build in a mechanism to enable staff/programme boards modify their assessment approach (subject to the criteria of the Governing Framework, Section 4.0) and provide a process for approval of those modifications by Academic Council, through the Covid-19 subcommittee or equivalent governance forum, in the context of governance and due diligence;*

   this facility to modify the assessment approach recognises that:
   (i) *staff/programme boards may require changes to overall assessment modalities including continuous assessment in light of review;*
   (ii) *staff/programme boards may wish to choose an <u>Online Open Book Final Exam</u> given that this was not an available option for equivalent modules during the 2019/2020 Academic Year;*

5) *highlight to staff/programme boards the inherent uncertainty and risks of choosing in person invigilated final exams which may be particularly vulnerable to any changes in circumstances as the Semester progresses, subject to capacity issues and/or other specific Covid-19 related issues during the Examination period.*

3.2 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 appropriate 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 requirements are adhered to. Best practice approaches for Continuous Assessment are documented in the LIT Practitioner Guide for Assessment & Examinations 2021-2022 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.

3.2   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. These are:

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

3.3   Specific Context for In-person Final Examination

The Institute acknowledges that In-person, Final Examinations may be a preferred mode of assessment for many modules and also acknowledges that there could be enhanced capacity to deliver them with a sustained and improving public health context. However, in light of the uncertainty that the Covid-19 pandemic generates, and the potential for change both mid-semester and right up to and through the examination period, any individual face to face exam may be subject to cancellation and implementation of an alternative assessment strategy. In addition, lecturers should be mindful that the Institute will need to assess the total number of requested In-person invigilated Exams and determine its capacity to deliver these while fulfilling its commitment to providing a Safe Campus. In this context a hierarchy will apply in accordance with Section 4.0, Part B (3) of the Governing Framework.

(i)   In the context of the Institutes commitment to providing a safe campus, the Institute reiterates that if circumstances arise that are not consistent with this commitment any, or all, in person invigilated exams could be cancelled with the associated requirement to implement Academic Council pre-approved alternative assessment strategies.

(ii)   In the context of implementing the Safe Return Plan[2], the Institute notes the requirement to make *"adjustments to the timetable to reduce the overall population on-site at any one time"*. Given that all Institute Final Examinations are scheduled for a specific five day period, it is possible that capacity issues could emerge with respect to scheduling of large scale in person examinations and the Institute reserves the right to manage such issues.

(iii)   The capacity of the Institute to provide in-person invigilated examinations will depend on the prevailing Covid-19-related public health requirements during the scheduled examination period. This will include the capacity of the Institute to provide examination conditions that comply with the then such public health requirements. 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.

(iv)   In the event of Covid-19 related issues in the LIT Community/Specific Classes during the final examination period the capacity to provide for such examinations at Institute/Individual class level may be impacted.

In the context outlined above, it is reiterated that the provision of individual in-person, invigilated, Final Examination in Semester 1 cannot be guaranteed.

4.0   Governing Framework for Assessment and Examinations during 2021/22

As outlined in Section 1.0 and Section 3.0, in light of the continuing uncertainty with respect to Covid-19 pandemic this Framework will apply to Assessment and Examinations during the Academic Year 2021/2022. To enable due diligence, governance and oversight all modifications to assessment that vary from the APS will be submitted to Academic Council for approval thought the Covid-19 subcommittee.

4.2   Part A: Selecting the Assessment Mode

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.

2) The implementation of all approved assessment approaches must be consistent with the prevailing public health measures and requirements associated with Covid-19 at the time the assessment is scheduled to take place. In this context, contingency planning with alternative assessment plans shall be developed for any planned in-person invigilated final examinations.

3) The completed Covid-19 Tracker Forms for equivalent Modules in the 2020/2021 academic year shall be rolled over.

4) New Covid-19 Tracker forms shall be completed for new programmes or *stages of programmes* entering a new programmatic review implementation period in a manner consistent with this Framework.

5) If on review of the Assessment Requirements (Part A, 1 above), changes from the 2020/2021 approach are deemed necessary, these changes shall be requested by completing the *Covid-19 Tracker Amendment Request Form* (Appendix 4.0). Such requests shall be presented to the Covid-19 subcommittee of Academic Council, or equivalent governance forum, for governance oversight and approval.

6) Assessment by 100% of CA, PC, and PJ components may be maintained and/or implemented as appropriate.
    (i)   A reduced number of Final Examinations assists the Institute to create capacity for running Final Examinations where these have been identified as necessary assessment elements.
    (ii) 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.
    (iii) All continuous assessments will be made available to external examiners for review, in line with the Institute's External Examiner Policy and Procedures.

7) If a Final Examination is identified as necessary, the Institute has identified three modalities of Final Examination that may be requested. 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 complexity and upper capacity limits);
    (iii) In-person Invigilated Final Examination (must be accompanied by a detailed alternative assessment strategy).

    It should be noted that, Option 1, Online Open Book Final Exams was not available in Semester 1 of the last academic year. Institutional capacity for the provision of Open Book Final Examinations run by the LIT Exams Office is now in place. This presents an important new option for consideration in 2021/2022. Institutional support for open book exams including training and resources are available for Quality, Teaching and Learning. Resources available at: Practitioner and Student Resources

8) 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)[4]. Failed Elements may be removed as appropriate.

9) Repeat assessment strategies should be designed to align with the original assessment strategy devised for the first sitting.

10) The 'rolled over' *Online Covid-19 APS Tacker Forms* in conjunction with the Academic Council approved *Covid-19 Tracker Amendment Request Forms* shall be used to document all changes to assessment breakdown and assessment modes as may arise from these recommendations.

11) The Key Timelines and Deliverable for Managing Assessment and Examinations as presented in Appendix 1 shall be adhered to.

4.2 Part B: Operational Considerations for Successful Delivery of Final Examinations

1) *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 2021 – 2022*. 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 is 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) The Online Open Book Final Examination shall normally not exceed 5 hours.

(iv) A Request Form for an Online Open Book Final Examination Form must be completed (Appendix 3) and submitted to Registrar@lit.ie in accordance with the timeline outlined in Appendix 1.

2) *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 recommended that this mode of examination is preferentially considered for Final Exams associated with Professional, Regulatory Statutory Bodies (PRSP's) and/or Award Years.

(i) The provision of Online Closed Book (Live Proctored) Final Examination cannot be guaranteed particularly for Progression Years. Preference will be applied in the following order: PRSB Requirements, Award Years, 3rd, 2nd Years within available capacity. Equality of access and balance between Faculties/Departments will also be taken into consideration. This mode of Examination is not recommended for 1st Years.

(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. Online Open Book Final Exams (Part B (1) do provide for the production and submission of handwritten material.

(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) If requested in 2020/2021, the *Request for an Online Closed Book (Live Proctored) Final Examination Form* shall be considered rolled over unless otherwise notified through the *Covid-19 Tracker Amendment Request Form* (Appendix 4.0) (Part A 5 above).

(vi) In the event of the request for a new Online Closed Book (Live Proctored) Final Examination, a new request form must be completed (Appendix 4) and submitted to Registrar@lit.ie. in accordance with the timeline outlined in Appendix 1.

3) ***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 selected is recommended.

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

(i) Provide a brief rationale for why an in-person, invigilated examination is required.

(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 Covid-19 protocols.

(iii) If requested in 2020/2021, the *Request for an In-person, Invigilated, Final Examination Form* shall be considered rolled over unless otherwise notified through the *Covid-19 Tracker Amendment Request Form* (Appendix 4.0) (Part A 5 above).

(iv) In the event of the request for a new In-person, Invigilated, Final Examination, a new request form must be completed (Appendix 5) and submitted to Registrar@lit.ie in accordance with the timeline outlined in Appendix 1 (8th October 2021).

(v) The provision of In-person, Invigilated Final Examination cannot be guaranteed. Preference will be applied in the following order: PRSB Requirements, Award Years, 3rd, 2nd and 1st Years within available capacity. Equality of access and balance between Faculties/Departments will also be taken into consideration.

4) The Institute will assess the total number of In person Invigilated examinations that are requested and consider its capacity to deliver the associated volume in accordance with The Safe Return Plan and its commitment to a Safe Campus.

(i) If after this assessment, it is determined that demand for In Person Final Examinations exceeds capacity, priority shall be given to modules/programmes with PRSB requirements, award years and thereafter later stages of a programme.

(ii) Lectures may be asked to review their assessment modality and consider an alternative assessment and/or examination method.

(iii) The revised assessment plan should be submitted to Registrar@lit.ie using an amended Covid-19 Tracker Amendment Request Form in accordance with the timeline as outlined in Appendix 1.

5) **Repeat Final Examinations**

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 5; Part 3 and submitted to the Registrar's Office at Registrar@lit.ie

6) **Viva Voce Examinations**

Where Final Examinations are conducted as a Viva Voce and take place In in-person it shall be done so in accordance with prevailing public health measures. If deemed necessary, such examinations may be conducted online and may be recorded.

5.0　Review of Assessment and Examination Materials by External Examiners

Depending on the prevailing public health circumstances, the ability of External Examiners to visit the Institute to view examination and assessment materials may be impaired. Therefore, as this is a key academic quality assurance process, it is imperative to also maintain the capacity of external examiners to access assessment and examinations material remotely.

(i)　External Examiners may visit the Institute if consistent with prevailing public health measures;

(ii)　If an External Examiner is in a position to visit the Institute all assessment materials shall be made available in the normal way.

(iii)　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 Examiner.

(iv)　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.

(i)　The associated External Examiner may be given 'Guest Access' to the Continuous Assessment in the relevant application.

PART 2: PROCEDURES FOR ASSESSMENT AND EXAMINATIONS

6.0   Procedures for Effective 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.

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 & Examinations 2021-2022). 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. Oral Examinations, while time consuming, can be particularly discerning in ascertaining the degree of student achievement of learning outcomes with hight academic integrity.

The LIT Practitioner Resource for Assessment and Examinations 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.

The potential for students to be over-assessed is something that has recently received attention, particularly in the context of Semesterisation.

1. It is important to 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.
2. The principle of learning outcomes not being assessed multiple times should also be adhered to.
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 3.2, 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, Academic Year 2021 – 2022*).

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*[4].
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) It is important to 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 6.
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[4].
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. Students shall be provided with clear written instructions by the LIT Examinations Office including (see Appendix 6):
    (i) universal instructions for accessing and completing the examination;
    (ii) the *LIT Student Code of Conduct for Online Examinations*.
12. The *Student Code of Conduct for Online Final Examinations* is presented in Appendix 7.

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

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 8) 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 though 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 2021 - 2022*).
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 2021 - 2022*. 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 though 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 though 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 though 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. 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.
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) If for any reason a Student cannot connect to the Proctor the LIT Exams must be informed at the earliest possible opportunity.
6) On completion of the examination students must submit the exam and upload any associated solutions files as per instructions provided.
7) 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   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] *A Safe Return: Plan for a Safe Return to Onsite Further and Higher Education and Research in 2021/22, available at:*
https://www.gov.ie/en/publication/bcd91-a-safe-return-to-on-site-further-and-higher-education-and-research/

[3] 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

[4] Academic Council Regulations and Procedures for Taught Programmes: Academic Year 2019/2020, Part 1

[5] Quality and Qualifications Ireland (2018) *Academic Integrity* Dublin: Quality and Qualifications Ireland, available: https://www.qqi.ie/Articles/Pages/Academic-Integrity.aspx

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

9.0   Appendices

Appendix 1: Key Timelines and Deliverables for Managing Assessment and Examinations

Appendix 2: Covid-19 Tracker Amendment Request Form

Appendix 3 Request for an Online Open Book Final Examination Form

Appendix 4: Request for an Online Closed Book (Live Proctored) Final Examination Form

Appendix 5: Request for an In-Person Invigilated Final Examination From

Appendix 6: A Guide for Preparing Instructions to Students for Online Final Examinations

Appendix 9: LIT Student Code of Conduct for Online Final Examinations

Appendix 10: Online Exam System Requirements Student Form

Appendix 1: Key Timelines and Deliverables for Managing Assessment and Examinations

Outline of Key Process Milestones and Target Dates	Due Date
1. Complete a review of Assessment Strategies including: *Submission of Covid-19 Tracker Amendment Request Form* *Completion of New covid-19 Tracker forms (New Programmes & New Programmatic Review)*	Friday 8th October
2. 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 8th October
3. Review by Institute of capacity to Deliver Volume of In Person Final Exams Requested	Wednesday 12th October
4. Where an In-person Exam cannot be facilitated alternative assessment/exam modes must be submitted.	Monday 18th October
5. Exams Office compile list of all Final Examination (FE)/Department. A *Schedule of Examinations* is established by the Examinations Office.	Friday 15th October
6. The schedule of Examinations is made available to Exam Proctoring company. The schedule includes exam date/time/duration and No of enrolled Candidates.	Friday 15th October
7. Opening of GURU for submission of Exams/CA	Monday 18th October
8. 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 22nd October
9. Submission of Final Online and In-person Examinations Papers and Solutions in GURU	Friday 29th October
10. All Continuous Assessment Briefs and Rubrics where appropriate to be uploaded to GURU for all modules	Friday 5th November
11. Online Examinations to be made available to External Examiners for Review (Faculty administrators co-ordinate notification of External Examiners)	Monday 8th November to Monday 22 November
12. After review by external examiners, all Exams finalised as appropriate and signed off for issue to Exams Office	Friday 26th November
13. Upload and setting of all Online exams to their dedicated Moodle Exam pages (process is co-ordinated by LIT Exams Office in consultation with Internal Examiners)	Monday 29th November – Friday 3rd December.
14. The Examinations Office will make the Exams available for Students to access on the scheduled date.	**Monday 13th December to Friday 17th December**
15. 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 5.0 of this Policy.	

Note: The timelines will be updated accordingly for Semester 2 with consultation and approval of this Appendix through the appropriate forum.

Appendix 2: Covid-19 Tracker Amendment Request Form: Semester 1 2021/2022

Instructions:
1. Email completed form to **Registrar@lit.ie** by Friday 8th October
2. Please complete all sections of this form. If a section is not applicable insert N/A.

Part 1: Module Details

Module Title	
Module Code	
Programme Title(s) (If Module is common across a number of Programmes please list all Programmes)	
Internal Examiner(s)	

Part 2: Overview of Semester 1 <u>2020/2021</u> Assessment Strategy

Assessment Details	%	Please Insert Details as Applicable
Continuous Assessment (CA),		
Project (PR)		
Practical (PC)		
Final Examination FE) (include type of Final Exam if applicable[1])		

Part 3: Overview of New Assessment Strategy Requested for Semester 1 <u>2021/2022</u>

Assessment Details	%	Please Insert Details as Applicable
Continuous Assessment (CA),		
Project (PR)		
Practical (PC)		
Final Examination FE) (include type of Final Exam if applicable[1])		

[1] As per Section 5.0 Governing Framework, there are three types of Institute Final Examination in 2021/2022 as follows: Online Open Book, Online Closed Book (Live Proctored) or In-person Invigilated Final Examinations.

<u>*Important Note*</u>

If requesting a new final examination a completed Final Exam Request Form much accompany this form as follows:

   Appendix 3 (Online Open Book);

   Appendix 4 (Online Closed Book (Proctored); or

   Appendix 5 (In-person Invigilated).

Appendix 3: Request for an <u>Online Open Book</u> Final Examination Form: Semester 1 2021/2022
Note:
An Online Open Book Final Examination is an examination that is scheduled and managed by the LIT Examinations Office.

Instructions:
1. Email completed form to **Registrar@lit.ie by** <u>Friday 8th October</u>
2. Please complete all sections of this form. If a section is not applicable insert N/A.
3. The associated Examination Paper must be approved by the relevant External Examiners and the paper must be available in GURU <u>by Friday 29th October.</u>

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, e.g. handheld calculators etc.	

<u>Important Note</u>

If you wish to run an Online Examination locally this would constitute <u>Continuous Assessment</u> and would not involve the LIT Examinations Office. Such Exam Papers are not reviewed by External Examiners unless specifically requested. As with all CA such Exams and Student scripts are made available to external examiners for review at the end of the Semester.

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.

Instructions:
1. Email completed form to **Registrar@lit.ie** by Friday 8th October
2. Please complete all sections of this form. If a section is not applicable insert N/A.
3. The associated Examination Paper must be approved by the relevant External Examiners and the paper must be available in GURU <u>by Friday 29th October.</u>

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 ☒ in the box to select type of Online Exam)	*Essay Style (Moodle Assignment Tool)* ☐ <u>or</u> *MCQ/Short Answer (Moodle Quiz)* ☐
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.	
Detailed Account of an <u>Alternative Assessment Strategy</u> (to be used in the event that Online Closed Book (Live Proctored) Exam cannot be facilitated)	

<u>Note:</u> *If you wish to run an Online Examination locally this would constitute <u>Continuous Assessment</u>.*

Appendix 5: Request for an In-Person, Invigilated Final Examination Form: Semester 1 2021/2022

Instructions:
1. Email completed form to **Registrar@lit.ie** by Friday 8th October
2. Please complete all sections of this form. If a section is not applicable insert N/A.
3. The associated Examination Paper must be approved by the relevant External Examiners and the paper must be available in GURU by Friday 29th October.

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: Rationale for why an In-Person, Invigilated Examination is Necessary

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

Appendix 6: 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.
i) the LIT Student Code of Conduct for Online Examinations.

Appendix 7: 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)[4].

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*.

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 notified 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 8: 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