Guidelines for Alternative Assessments and Terminal Examinations Semester1 2020/2021.

Information for Students
Date 07/12/2020

IT Sligo is committed to ensuring that no student is disadvantaged as a result of the remote delivery of teaching learning and assessment this academic year and that each student is given the opportunity to reach their true potential. As an organisation we need to be responsive and flexible in accommodating the abruptly changed environment caused by the spread of COVID-19.

Contents

1.   Assessment Modes

Programme Boards have considered change necessary to adapt to new modes of delivery and revised assessment strategies. These changes have been considered by the QA Evaluation COVID-19 committee of academic council. The academic council have approved an approach where assignments, coursework and modes of assessment other than examination (including online examination) should be used. These arrangements are temporary for duration of the COVID-19 Pandemic only.   The assessment modes include

1. Remote non invigilated exam / continuous assessment
2. Remote non invigilated Timetabled Terminal Exam
3. Remote Proctored Invigilated Exam
4. On Site Invigilated Exam

The Exams Timetable for time limited terminal exams for fulltime and on line students is available [here](). Use Ctrl+F to search for your module. Check for updates regularly. The timetable reflects terminal exams for the Winter session for those modules that were specifically requested though the information gathered the QA Evaluation COVID19 subcommittee of the Academic council from lecturers.

2. Remote Non Invigilated Exam/Continuous Assessments

If, when you check the timetable, your module for your Semester 1 exam in January 2021 is not listed, then your lecturer is managing this directly at a time and date that your lecturer will communicate to you. They will also communicate all other relevant information to you about the assessment itself including the start and end time.

2.1 Information for Students:

Preparation in advance of the exam:

- Decide on where you are going to sit the exam/CA, a quiet place away from distractions.
- Arrange your space at home or book a room in the library or workplace or friend's house.
- Arrange Access to reliable internet and access to a suitable laptop
- Test your software, scanner, upload new versions etc

Exam / CA Support: As with normal continuous assessment Internal examiners will be available to answer queries raised by students during the CA if contacted via email. The Internal examiner will be supporting the exam more directly as they have set up the exam themselves on their Moodle Course page. Where an exams query arises contact examinations@itsligo.ie . **If you need technical support during the exam/CA you should contact ITservices help desk via email at helpdesk@itsligo.ie.**

Additional time for uploading: Generally you will be allowed some additional time for downloading an assessment (5 minutes) and additional time for saving and uploading the completed work, the following are recommended.

- For a moodle quiz, it is saved after each page no additional upload time is required
- Typed exam with a single file upload then 15- 20 minutes is recommended
- Handwritten / Multiple pages scanned upload then 30 minutes is recommended

Scanning and uploading: If you will be scanning documents do a test scan and upload of 3 pages so you are comfortable with the software. Use a scanner if possible. If you don't have a scanner a step by step visual on how to scan and upload to moodle using One Drive is here. Or use a Microsoft LENS if you are more familiar with it from previous use..

Approved learning Support: The Access office are currently contacting students to see what accommodations they want to use from their exam support entitlements. It is essential that each student informs their individual lecturers as soon as possible of LENS report for each individual assessment / exam or at a minimum of 2 weeks before the date of the exam / assessment. Depending on your LENS assessment, accommodations adapted to the virtual setting will be provided. Access office working with the students to ensure that have the laptop, software set up and any training that is required. See examples below:

Extra Time	If you normally get an additional **10 minutes extra time per hour** for your exams this will be accommodated for your remote exams, extra time **will be facilitated at the end of each exam.**

	The maximum time possible time added is 30 min/hour based on specific disabilities.
Reader	Use of software such as 1. **Read and Write Gold**: 2. **Office 365 Speak** (**Word/PowerPoint only**). 3. **Office 365 Speak for Excel** 4. **Ally function in Moodle** 5. **JAWS** There may be a need for increased flexibility around extra time to allow students to access their assistive technology software or take a slower typing speed into account
Scribe	Use of software such as 1. Students can use Dictate text using Speech Recognition in Office 365 2. Dragon Naturally Speaking There may be a need for increased flexibility around extra time to allow students to access their assistive technology software or take a slower typing speed into account.
Spelling and Grammar Waiver	Students can copy and paste the text below to the top of their assessment: "I am registered with the Disability Support Service and I avail of a Spelling and Grammar waiver for my exams. "
Smaller Centre	This is not applicable in the remote setting
Rest Breaks	If you normally get rest breaks during your exams, these will be facilitated for your online exams by adding additional time.

Please see https://libguides.itsligo.ie/examination_accommodations and

https://vle.itsligo.ie/mod/resource/view.php?id=839404&redirect=1

For more comprehensive guide to all the alternative on-line /remote accommodations for Students. It is also a very useful resource for Staff to explain the software alternatives to assist students. Please email disability@itsligo.ie or learningsupport@itsligo.ie for more information.

Academic Honesty and Integrity: All student submissions will include a statement of academic integrity. You are reminded that it is the Policy of IT Sligo that there is no acceptable level of Plagiarism, collusion, cheating or other infringements and that disciplinary action will be taken in relation to any instance of same that come to our attention.
Examples of the current academic integrity statements in use are in Appendix 1.

VLE (Moodle), or other technology platform connectivity issue?: If students are unable to start or complete an exam/assessment due to technical issues with our college infrastructure (as verified by our IT department) the lecturer or exams office will re-schedule the assessment as soon as possible and at a time that does not clash with the other class exam / assessments.

If you have a connectivity issue during assessment:
- Try to reconnect and continue, note the time and let the lecturer know what happened.

- Make every attempt to complete the answers e.g. by hand, scan and upload to the relevant location in Moodle or send by email to their lecturer.
- Notify the connectivity issue by email examinations@itsligo.ie or text /voice message clearly stating your name and student number <u>before the end of the exam time</u> to 087 6425387. You will be allowed to defer that exam.

What if my broadband is not good at home? Contact examinations@itsligo.ie now stating the date and time of the assessment/ exam and we will set up a booking system for assessment rooms based on demand.

How does a student defer an exam?: Scroll to the 'Deferral of Examinations' section on the Examinations page of the website to apply for a deferral https://www.itsligo.ie/student-hub/examinations/documents-and-policies-contacts/

Examination regulations: Alternative assessments/exams are subject to the same set of Examination Regulations A breach of these regulations is a serious issue and can incur penalties.

3. Remote Non invigilated <u>Timetabled</u> Terminal Exam

Exams Timetable for time limited exams for fulltime and on line students is here. Use Ctrl+F to search for your module. Check regularly for updates.

If, when you check the timetable, you note the word 'Lecturer' as the location for your Semester 1 exam in January 2021 this means that your lecturer is managing your exam directly and will communicate all the necessary information to you.

The exam start times are indicated on the 'Exam timetable'. The lecturer sets out the end time for the session.

3.1 Information for Students:

Timetable / When is my Exam? If there is nothing on the timetable and you expected it, check the Moodle course page or contact your lecturer.

Preparation in advance of the exam:

- Decide on where you are going to sit the exam, a quiet place away from distractions.
- Arrange your space at home or Book a room in the library or workplace or friend's house.
- Arrange Access to reliable internet and access to a suitable laptop
- Test your software, scanner, upload new versions etc

Exam Support: Examinations staff will be available during the scheduled exam period 4th – 16th Jan during daytime working hours where an exams query arises email examinations@itsligo.ie or 071-

9137315/5/6/7/8 and will refer your query to the lecturer by email.

If you need technical support during the exam contact ITservices help desk helpdesk@itsligo.ie. Internal examiners should be available to answer queries raised by students during the exam if contacted by the exams office (via email). In many cases the Internal examiner will be supporting the exam more directly as they have set up the exam on their Moodle Course page.

Additional time for uploading: Generally you will be allowed some additional time for downloading an assessment (5 mins) and additional time for saving and uploading the completed work (30 minutes), the following are recommended.

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Approved learning Support: The Access office are currently contacting students to see what accommodations they want to use from their exam support entitlements. It is essential that each student informs their individual lecturers as soon as possible of LENS report for each individual assessment / exam or at a minimum of 2 weeks before the date of the exam / assessment. Depending on your LENS assessment accommodations will be facilitated in so far as possible. See examples below:

Extra Time	If you normally get an additional **10 minutes extra time per hour** for your exams this will be accommodated for your remote exams, extra time **will be facilitated at the end of each exam.** The maximum time possible time added is 30 min/hour based on specific disabilities.
Reader	Use of software such as 3. **Read and Write Gold**: 4. **Office 365 Speak** (**Word/PowerPoint only**). 4. **Office 365 Speak for Excel** 5. **Ally function in Moodle** 6. **JAWS** There may be a need for increased flexibility around extra time to allow students to access their assistive technology software or take a slower typing speed into account
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Academic Honesty and Integrity: All student submissions will include a statement of academic integrity (See Appendix 1). You are reminded that it is the Policy of IT Sligo that there is no acceptable level of Plagiarism, collusion, cheating or other infringements and that disciplinary action will be taken in relation to any instance of same that some to our attention.

Examples of current academic integrity statements are in use are in Appendix 1.

What if IT Sligo's web site, VLE (Moodle), or other technology platforms go down during the assessment?: If students are unable to start or complete an exam due to technical issues with our college infrastructure (as verified by our IT department) the exams office will re-schedule the exam as soon as possible and at a time that does not clash with the other class exam / assessments.

If you have a connectivity issue during assessment:
- Try to reconnect and continue, note the time and let the lecturer know what happened.
- Make every attempt to complete the answers e.g. by hand, scan and upload to the relevant location in Moodle or send by email to the lecturer.
- Notify the college of the connectivity issue by email examinations@itsligo.ie or text clearly stating your name before the end of the exam time to 087 6425387. You will be allowed to defer that exam.

What if my broadband is not good at home? Contact examinations@itsligo.ie now stating the date and time of the assessment/ exam and we will set up a booking system for assessment rooms based on demand.

How does a student defer an exam?: Scroll to the 'Deferral of Examinations' section on the Examinations page of the website to apply for a deferral https://www.itsligo.ie/student-hub/examinations/documents-and-policies-contacts/

Examination regulations: Remote exams are subject to the same set of Examination Regulations A breach of these regulations is a serious issue and can incur penalties.

4 Proctored Invigilated Terminal Exams

4.1 Student Information

The Exams Timetable for time limited exams for fulltime and online students is here. Use Ctrl+F to search for your module. Check regularly for updates.

If, when you check the timetable, you note the word **'Proctor'** as the location for your Semester 1 exam in January 2021 this means that your exam is taking place using our live remote proctoring service at the time and date specified.

You have been enrolled on our Online Exams page in Moodle, which should appear on your Moodle dashboard. Please note, your exam will take place on this page, not on your module page and all the relevant information about online invigilation can be found here - Course: OnlineExams (itsligo.ie)

We will share all necessary information directly with you via the Online Exams page News Forum – those communications will be sent to your student email so please ensure you check your student email regularly.

You will need to :

- Take the exam on a desktop computer or laptop
- Have a working built-in or external webcam and microphone – if you are buying a webcam then we recommend a wide angle one such as this Genius WIDECAM F100. https://us.geniusnet.com/product/widecam-f100/
- Internet speed must be at least 2 Mbps download and 2 Mbps upload. Determine internet speed by running a test at: http://www.speedtest.net
- Plan a suitable place: Online examinations are best sat in the student's own home or at work, in a quiet room where people don't have access, there must be only one entry door which should be in view of the camera.
- Use a Scanner for scanning and uploading handwritten or drawn answers.
- Sit the examination at the time indicated on the examinations timetable (Irish time).
- Agree to a recording of the exam, further information on this is available On-Line exams page above.

If the student's broadband fails during an exam, you should notify examinations@itsligo.ie (or text /voice message to 087 6425387) and/or your lecturer before the end of the exam and you will be allowed to defer that exam.

Using a mobile phone during any exam is a breach of exam regulations. If you need to use your mobile phone for a hot spot or to scan and upload your paper at the end, you must flag this to the Proctor BEFORE the exam starts. You will then be asked to place the phone out of arms reach in view of the camera for the duration of the exam. Be prepared for this.

There is a video showing how to scan and upload using the OneDrive app on your phones specifically for proctored exams which is then linked to your IT Sligo OneDrive account here.

There is no charge to the student for the Proctoring service

5. On – Site Invigilated Terminal Examinations

A small number of invigilated exams will take place in the Knocknarea Arena for exams mandated by Professional bodies, where an alternative assessment is not possible or for student on the apprenticeship programmes. These will be run in compliance with HSE Public health Guidelines applicable to the Higher Education sector.

If, when you check the timetable, you note the word **'Knocknarea Arena'** as the location for your Semester 1 exam in January 2021 this means that your exam is taking place on-site in the Knocknarea Arena at the time and date specified.

These exams will be of a maximum 2 hour duration, except for students with reasonable accommodations.

If it is not possible to proceed with these examinations contingency plans are:

    I.   The option to reschedule the exam as soon as possible afterwards or
   II.   The option to take the exam at the next scheduled session

5.1 Student Information

- Go directly to the Hall and arrive 15-30 minutes before exam.
- Floor will be marked with 2m distances where a small queue might arise.
- Students to sanitize before entering the hall, sign in and sanitize again.
- You will be assigned a seat and must sit at that seat for all of your exams. You may be asked to enter on a staggered basis.
- Face mask to be worn during the exams
- 2m Social distancing will be maintained as far as possible during the exams
- Duration of contact with students / invigilators will be kept to a minimum
- Observe signage and entry exit routes as indicated inside and outside the venue
- Venue will be ventilated more than normal, you are advised to wear warm clothing
- Avoid wearing a coat, you will be asked to empty your pockets
- Hats and any headgear that prevents identification is not allowed.
- Mobile phones and other belongings must be left outside the venue
- Student to be accompanied to bathroom as normal during exam while observing 2 m distance.
- Any interaction less than 2 m must be avoided

Appendix 1 Academic Integrity Statements currently in use

Short Form statement

Declaration: By uploading and or submitting this exam I declare that this submission is my own work, that I have not collaborated with others or cheated in anyway and that I agree to a follow up *viva voce* exam (student interview) if requested by my lecturer.

Current Academic Integrity Statements in Turnitin:

By clicking on the ADD SUBMISSION button below, I declare that this material, which I now submit for assessment, is my own work and that any assistance I received in its preparation is fully acknowledged and disclosed in the document. To the best of my knowledge and belief, all sources have been properly acknowledged, and the assessment task contains no plagiarism. I understand that plagiarism, collusion, and/or copying is a grave and serious offence in the Institute and am aware that penalties could include a zero mark for this module, suspension or expulsion from IT Sligo. I acknowledge that this assessment submission may be transferred and stored in a database for the purposes of data-matching to help detect plagiarism. I declare that this document was prepared by me for the purpose of partial fulfilment of requirements for the Degree programme I am registered on at IT Sligo. I also declare that this assignment, or any part of it, has not been previously submitted by me or any other person for assessment on this or any other course of study either at IT Sligo or another college.

Current Academic Integrity statement for a Moodle Assignment :

By clicking the check box, I declare that this material, which I now submit for assessment, is my own work and that any assistance I received in its preparation is fully acknowledged and disclosed in the document. To the best of my knowledge and belief, all sources have been properly acknowledged, and the assessment task contains no plagiarism. I acknowledge that this assessment submission may be transferred and stored in a database for the purposes of detecting plagiarism. I understand that plagiarism, non-disclosed collaboration or cheating is a grave and serious offence and I am aware that penalties could include a zero mark, suspension or expulsion from IT Sligo. I also agree to a follow-up viva voce exam (interview) to check my understanding of the examined material if required.

Appendix 2 Summary of links to Training and Resources

Academic Integrity	Academic Integrity for students: https://vle.itsligo.ie/course/view.php?id=6334 Academic Integrity for staff: https://vle.itsligo.ie/course/view.php?id=6318
Setting up assessment or Turnitin in Moodle	Assessment and Feedback under Self Paced Training tile: https://vle.itsligo.ie/course/view.php?id=5862&section=4 May need to 'Enrole Me'
Adding additional time to an assessment in Moodle	Guidance on setting this up for Moodle Assignment, Turnitin Assignment or a Moodle Quiz.
Access Office and Reasonable Accommodations	https://libguides.itsligo.ie/examination_accommodations
Alternative Assessment Video Presentations	Assessment tile Course: Centre for Online Learning (itsligo.ie)
Exam writing Exam procedures	CELT Course: Centre for Enhancement of Learning and Teaching (itsligo.ie)
Help	helpdesk@itsligo.ie evenings 087 2828312 examinations@itsligo.ie Daytime: 071 9237315/6/7/8 Report a Broadband issue during an assessment 087 6425387 TEXT /MESSAGE
Direct Links if the Website is down	**Moodle:** https://vle.itsligo.ie **Adobe Connect:** https://itsligo.adobeconnect.com/ **Panopto:** http://itsligo.hosted.panopto.com/ **Email:** http://outlook.com/itsligo.ie **Office 365:** http://office365.itsligo.ie – includes Email, OneDrive, Teams, etc **Guru:** https://sligo.gurudevelopments.com/ **Module Manager:** https://amm.itsligo.ie/ **Library:** https://library.itsligo.ie/ **IT Helpdesk:** https://helpdesk.itsligo.ie/