

# Guidelines for Alternative Assessments and Terminal Examinations Semester 1&2 2020/2021.

## Information for Students

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 changed environment caused by the spread of COVID-19.

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## 1. Assessment Modes

Programme Boards have considered change necessary to adapt to new modes of delivery and revised assessment strategies for semester 1. These changes have been considered by the QA Evaluation COVID-19 committee of academic council and approved.

For semester 2 the approach approved by academic council is to continue i.e. assignments, coursework and modes of assessment other than examination (including online examination) should be used to replace terminal exams where at all possible. These arrangements are temporary for duration of the COVID-19 Pandemic only. For the remainder of the academic year including Semester 1 and August Repeat Exams there will be no on-site invigilated Exams.

The assessment modes include

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

The Exams Timetable for time limited terminal exams for fulltime and online students are available in due course [here](#). Use Ctrl+F to search for your module. The timetable reflects terminal exams for the May /Semester 2 session for those modules that were specifically requested though the information gathered the QA Evaluation COVID19 subcommittee Excel spreadsheets from lecturers (Due 15<sup>th</sup> March).

## 2. COL & Centre for the Enhancement of Learning and Teaching

**PDF Open Book Exams – A Guide for Students** available at: <https://infoqram.com/open-book-exams-students-1hr4zq9x53q4yo?live>

If your lecturer is giving an Open Book Exam (OBE) the booklet above will advise you on:

- What are OBEs.
- Preparation: Before the Exam and On the Day.
- Avoiding cheating.
- Allaying Misconceptions.

## 3. Remote Non Invigilated Exam/Continuous Assessments

If, when you check the timetable, your module for your Semester 2 exam in May 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.

### 3.1 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.
- Arrange Access to a suitable laptop and Access to reliable internet.
- 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. **Note:** Students need to refresh their web browser page at the start time of the exam to ensure the exam Assignment link becomes active.

Where an exams query arises contact [examinations@itsligo.ie](mailto:examinations@itsligo.ie) . **If you need technical support during the exam/CA you should contact IT Services help desk via email at [helpdesk@itsligo.ie](mailto: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 mins is recommended.
- Handwritten / Multiple pages scanned upload then 30 mins 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 will be 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. The Access office will work with 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 <b>10 minutes extra time per hour</b> for your exams this will be accommodated for your remote exams, extra time <b>will be facilitated at the end of each exam.</b> The maximum time possible time added is 30 min/hour based on specific disabilities.
Reader	Use of software such as <ol style="list-style-type: none"> <li>1. <b>Read and Write Gold:</b></li> <li>2. <b>Office 365 Speak (Word/PowerPoint only).</b></li> <li>3. <b>Office 365 Speak for Excel</b></li> <li>4. <b>Ally function in Moodle</b></li> <li>5. <b>JAWS</b></li> </ol> <p>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</p>
Scribe	Use of software such as <ol style="list-style-type: none"> <li>1. Students can use Dictate text using Speech Recognition in Office 365</li> <li>2. Dragon Naturally Speaking</li> </ol>

	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/Learning 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](https://libguides.itsligo.ie/examination_accommodations) and <https://vle.itsligo.ie/mod/resource/view.php?id=839404&redirect=1> for a 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. Email [disability@itsligo.ie](mailto:disability@itsligo.ie) or [learningsupport@itsligo.ie](mailto: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 a continuous 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 to your lecturer or stating your name and student number before the end of the exam time. You will be allowed to defer that exam or offered an alternative.

**What if my broadband is not good at home?** Contact [examinations@itsligo.ie](mailto: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. Alternatively arrange to sit the exam at another location.

## 4. Remote Non invigilated Timetabled 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 2 exam in May 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.

## 4.1 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.
- Arrange Access to reliable internet and access to a suitable laptop
- Test your software, scanner, upload new versions etc
- **Note: Students need to refresh their web browser page at the start time of the exam to ensure the exam Assignment link becomes active.**

**Exam Support:** Examinations staff will be available during the scheduled exam period 7<sup>th</sup> – 20<sup>th</sup> May during daytime working hours where an exams query arises email [examinations@itsligo.ie](mailto:examinations@itsligo.ie) or 087 6425387 to refer your query to the lecturer by email.

If you need technical support during the exam contact IT Services help desk [helpdesk@itsligo.ie](mailto: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:** As above section 3.1

**Scanning and uploading:** As above section 3.1

**Approved learning Support:** ( As above section 3.1)

**Academic Honesty and Integrity:** As above section 3.1

**What if IT Sligo's web site, VLE (Moodle), or other technology platforms go down during the assessment?:** As above section 3.1

### If you have a connectivity issue during an exam:

- 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](mailto:examinations@itsligo.ie) or text / call the examinations helpdesk 071 9237315/6/7/8 or 087 6425387 stating your name and student number before the end of the exam time. You will be allowed to defer that exam or offered an alternative.

**What if my broadband is not good at home?** Contact [examinations@itsligo.ie](mailto:examinations@itsligo.ie) stating the date and time of the assessment/ exam and we will set up a booking system for assessment rooms based on demand. Alternatively arrange to sit the exam at another location.

**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](#)

**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.

## 5 Proctored Invigilated Terminal Exams

### 5.1 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 2 exam this means that your exam is taking place using our live remote proctoring service at the time and date specified.

You will be 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.
- Take a **Practice Exam** – NB this will sort out technical issues and reduce stress on exam day. In Semester 1, students who did not take the test exam invariably encountered problems with the real exam.

If the student's broadband fails during an exam, you should notify [examinations@itsligo.ie](mailto:examinations@itsligo.ie) (or text /call 087 6425387) or the contact on the online exams page 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.

## 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, use of external third party services 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, use of external third party services, 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

<p>Academic Integrity</p>	<p>Academic Integrity for students:  <a href="https://vle.itsligo.ie/course/view.php?id=6334">https://vle.itsligo.ie/course/view.php?id=6334</a></p> <p>Academic Integrity for staff:  <a href="https://vle.itsligo.ie/course/view.php?id=6318">https://vle.itsligo.ie/course/view.php?id=6318</a></p>
<p>Help</p>	<p><a href="mailto:helpdesk@itsligo.ie">helpdesk@itsligo.ie</a>          evenings 087 2828312  <a href="mailto:examinations@itsligo.ie">examinations@itsligo.ie</a>          071 9237315/6/7/8          087 6425387</p>
<p>Direct Links if the Website is down</p>	<p><b>Moodle:</b> <a href="https://vle.itsligo.ie">https://vle.itsligo.ie</a>  <b>Adobe Connect:</b> <a href="https://itsligo.adobeconnect.com/">https://itsligo.adobeconnect.com/</a>  <b>Panopto:</b> <a href="http://itsligo.hosted.panopto.com/">http://itsligo.hosted.panopto.com/</a>  <b>Email:</b> <a href="http://outlook.com/itsligo.ie">http://outlook.com/itsligo.ie</a>  <b>Office 365:</b> <a href="http://office365.itsligo.ie">http://office365.itsligo.ie</a> – includes Email,          OneDrive, Teams, etc  <b>Guru:</b> <a href="https://sligo.gurudevelopments.com/">https://sligo.gurudevelopments.com/</a>  <b>Module Manager:</b> <a href="https://amm.itsligo.ie/">https://amm.itsligo.ie/</a>  <b>Library:</b> <a href="https://library.itsligo.ie/">https://library.itsligo.ie/</a>  <b>IT Helpdesk:</b> <a href="https://helpdesk.itsligo.ie/">https://helpdesk.itsligo.ie/</a></p>

## Appendix 3 Example of Exam / Assessment Timings

For Example, an exam scheduled to start at 9.30

Moodle Quiz	Standard time 1 hour, 30 questions	1 hour
	Additional time for reasonable accommodations	10 minutes per hour unless otherwise stated on the LENS document
	Start time and finish in Moodle	60 minutes, 2 minutes per question
	Start and finish time in Moodle for student with reasonable accommodation of 10min per hour additional ( separate settings)	70 minutes, 2 minutes 20 sec per question
Two hour typed essay style OBE, single file upload in WORD	Standard time for exam	2 hours
	Additional time allowed for OBE format	1 hour
	Additional time for download	5 minutes
	Additional time for reasonable accommodations	10 x 3 = 30 minutes
	Additional time for file upload	15 minutes
	Finish time settings Finish for student with reasonable accommodation	12.50pm 13.20pm
Two hour exam, handwritten answers that need to be scanned.	Standard time allowed	2 hours
	Time for downloading the paper	5 minutes
	Time for upload where answers must be scanned	30 minutes
	Additional time for reasonable accommodations	20 minutes
	Finish time setting Finish for student with reasonable accommodations Allow late submissions	12.05pm 12.25 pm
Case study, typed open book, single file upload in WORD	Standard time allowed	12 hours
	Finish time settings	9.30am, 12 hours later.

End