

# GUIDE 7.0

## Guidelines for Online Assessment

### Context

The regulations for online assessments outlined in this section are supplementary to those assessment regulations already stipulated elsewhere in the [Assessment Regulations for Taught Programmes](#). Schools with PRSB and

accredited programmes must ensure that they have a clear understanding of the regulation bodies' current requirements with regards assessment approaches such that any online/remote assessment is in line with the same.

### Software used for online assessments

- Credit-bearing online assessments should only be administered through online software and systems approved by TU Dublin.
- Online assessments shall normally be taken or submitted through the university's virtual learning environment (VLE).

## In-person, campus-based, online assessments

### General Considerations

- Lecturers should give students an overview of the format and rules associated with the assessment in advance of the assessment date.
- In-person online assessments may be held in computer labs, or other suitable venues, on campus. While students are encouraged to bring their own devices to lectures, access to assessments may be restricted to the PCs installed in specific computer labs or other suitable venues on campus. Such arrangements will be appropriately communicated in advance of the assessment date.
- To allow for technical issues on the day of the assessment, ideally there should be approximately 15% more working computers installed in the lab, or available in the assessment venue, than the number of candidates expected to sit the assessment.
- (Where feasible, a technician should be present to address any technical issues that may arise in relation to the assessment. Where this is not feasible, the lecturer supervising the assessment should be able to provide the students with such supports or be able to access such supports for the students.
- The assessment software/platform must be available on/through the computers in the lab or assessment venue.
- Provisions for any special equipment or software needed by any candidate expected to sit the assessment e.g. accessibility aids and/or screen readers, must be made in advance of the assessment date. Where such provisions apply, they must be as per what is communicated by the TU Dublin Disability Support Service for students registered with this service.
- Provisions, such as additional time to complete the assignment, may be made for candidates with disabilities, as required. Such individual student accommodations should be confirmed and communicated by the lecturer in advance of the assessment. Ideally, these should be in line with the student accommodations that the student will have in place for end-of-year examinations. Where such provisions apply, they must be as per what is communicated by the TU Dublin Disability Support Service for students registered with this service.
- In advance of the assessment date, the School/lecturer must confirm with Technology Services that there is no downtime scheduled for the date and time of the assessment.
- In-person online assessments should be supervised to ensure that the rules of the assessment are followed by students, thereby ensuring the academic integrity of the assessment.

## Online quiz assessments

- A password to access the quiz should also be applied, as well as IP restrictions set, to eliminate the possibility of candidates accessing the quiz remotely. Each of these measures can be facilitated through the VLE. The password should only be communicated to the assessment supervisor, should there be one, immediately before the assessment and issued to the candidates at the start of the assessment
- Assessment supervisors may provide candidates with writing materials for rough work during the assessment. Such will not be collected from the candidates, nor accepted for submission as part of the assessment. It is the responsibility of the candidate to ensure careful disposal of any such materials used.
- It is the responsibility of the candidate to submit their answers in the correct way within the time limit given. This time limit can be pre-set as part of the assessment to automatically end the assessment at the given time. Where extra time provisions are in place for students as per the advisory of the TU Dublin Disability Service, the total test time can be altered pre-test within the quiz software for individual students as needed. The VLE's 'Manage Special Access' facility should be used to manage time allowances for any individual candidates who qualify for them.
- Assessment supervisors should confirm the submission mechanism for the students prior to the commencement of the assessment.
- Assessment supervisors must be familiar with the software/platform being used for the assessment and be confident to handle any issues or queries that may arise.

## Online assessments accessed remotely

### Essay-style questions / open-book assessments

- The issuing and submission of these assessment types must be facilitated via the VLE Assignment tool only.
- (Candidates can be provided with a template to download, complete and resubmit, as appropriate.
- Assessment briefs and marking schemes must be available to External Examiners as required, in line with the [External Examiner Policy](#).
- The VLE Assignment tool should set out instructions relevant to the assessment such as the specific resources, materials and/or software that can be used to complete the assessment; the filetype that the final file should be saved as; the file naming convention that must be used when saving the submission; information on how to submit the file; and details of any supporting files that might need to be submitted as well such as images, charts, diagrams, and/or mathematical workings, the filetype that those files must be saved as, and the file naming convention that must be followed.
- Students should be provided with a rubric that articulates the specific components and expectations for the assessment. This should be issued to students in advance of the assessment.
- (Start and end dates should be set for the assessment in the VLE, and the 'Manage Special Access' facility used to manage time allowances for any students who qualify for them.
- It is the responsibility of the candidate to check in advance the reliability of their internet connection and access to any other requirements e.g. specialist software applications etc., necessary to complete and submit the assessment.
- It is the responsibility of the candidate to submit their answers in the correct way, by the deadline stated.
- Each submission should be accompanied by a declaration from a student regarding the originality and authenticity of their work, and an undertaking that the work submitted is their own.
- Where technical difficulties arise during the submission of the assignment, students should [contact the Brightspace Support team](#) with their query. Where technical difficulties arise close to the submission deadline, the student is required to take a screenshot of error messages displayed, or to provide the lecturer with a brief description of the problem, including the nature, onset and duration, and to email this to the lecturer without delay. In such instances the lecturer may request/accept an emailed submission of the assessment. The management of such situations is at the lecturer's discretion.

## Remote online quizzes

- A timer – representing the assessment time limit – should be applied to the assessment to eliminate any time available for collaboration
- It is the responsibility of the candidate to check in advance the reliability of their internet connection and any other requirements e.g. specialist software applications etc., necessary to complete and submit the assessment. Ideally the student should confirm this access 30 minutes in advance of the assessment.
- It is the responsibility of the candidate to submit their answers in the correct way within the stated time limit.
- It is possible to issue a proctored quiz via the VLE. Approval to run a proctored quiz will be given at School level.

## Closed book assessments (proctored)

- Approval to run a proctored closed book assessment will be given at School level
- The issuing and submission of proctored closed book assessments must be facilitated via the VLE only
- All examination room and equipment set-up requirements must be communicated to the candidates in advance of the examination.
- It is the responsibility of the candidate to check in advance the reliability of their internet connection and any other requirements e.g. specialist software applications etc., necessary to complete and submit the assessment. Their internet connection should have a recommended download speed of at least 12Mbps and an upload speed of at least 3Mbps. Candidates can verify their speed as meeting the requirement at <https://fast.com/>
- Candidates must be familiar with the proctoring software ahead of the assessment and have had an opportunity to try it out beforehand
- Start and end dates should be set for the assessment in the VLE, and the 'Manage Special Access' facility used to manage time allowances for any students who qualifies for them
- It is the responsibility of the candidate to submit their answers in the correct way within the time limit.
- If a student gets disconnected from the VLE during the assessment and is unable to reconnect in a timely manner, they must note the date and time the issue occurred before contacting their lecturer as possible to record the occurrence. In addition to this, the students must take screenshots of their computer screen at the time of disconnection and email these to the lecturer. The lecturer may use Brightspace data analytics, including test access times, and time spent on individual questions, as part of their investigation into the problem. Repeat assessment arrangements are at the lecturer's discretion.

## The examination of online discussion and e-portfolios

- Discussions and e-portfolios can be assessed. It is recommended that candidates are provided with clear instructions regarding the assessment expectations, including the format and TU Dublin approved software to be used, as well as a rubric that articulates the specific components and expectations for these types of assessment.
- Where online discussions are used as a form of assessment, students must be advised in advance of the assessment commencing of their obligations under GDPR regarding the details at may be permitted to be shared in such discussion fora.
- The form and date of submission of the e-portfolios or online discussions must be communicated to students in advance of the assessment commencing.

## External examiners

- It is a requirement of the [External Examiner Policy](#) that external examiners have access to a sample of assessment materials. Further provision of this policy allows external examiners to request specific assessment materials.
- External examiners can be given access to the VLE to review online assessments and submissions. To request access, the School should contact the [contact the Brightspace Support team](#), requesting that a new user account be set up for the purposes of external examination.
- Note, external examiners cannot be given access to modules on the VLE that are shared across different programmes for which they are not the external examiner. In these cases, alternative arrangements must be put in place for external examiners to access continuous assessment materials. Such alternative arrangements must align with the provision of the GDPR and ensure maintenance of data privacy.