UCD College of Business Remote Assessment Guidelines

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# UCD College of Business Remote Assessment Guidelines

Due to the current global pandemic of Covid-19 both examinations (held in RDS, Blackrock Exam Hall and Newman Centre) and in-class assessments (held in lecture theatres or labs) can no longer take place.

The purpose of this document is to guide academics who are using the UCD Brightspace Virtual Learning Environment (VLE) for remote exam and assessment purposes.

## Responsibilities

The Module Coordinator (MC) shall take all appropriate steps to assess the academic integrity of any assessment submitted by students (*Ref: Academic Regulations Section 4.13)*. The MC is responsible for the coordination of the teaching team. The MC should follow the [CoB Academic Integrity Protocol](https://drive.google.com/file/d/1GCR_8HVEwtD7tqcFj2oAlbwmU-ORSD8y/view?usp=sharing). The MC should be available during any timed online assessments so they can answer any questions for the students.

Business eLearning can assist the MC in identifying the best tool to use and identify weaknesses in the integrity of the online assessment. If required, Business eLearning will provide the MC with training, technical guidance, and support for the VLE assessment tools, i.e. assignment and quizzing tools.

## Types of Online Assessment

UCD Teaching and Learning have created a detailed resource on *(clickable link)* [Alternative assessments methods (during Covid-19 emergency)](https://www.ucd.ie/teaching/t4media/alternative_assessment_methods.pdf)

The most common types of assessment used within the College of Business are:

* Realtime Online Exam (Open-book) – timed exam usually around 1-3 hours.
* Takeaway Exam (Open-book) – taken over a long period, e.g. .5 day+.
* Continuous Summative Assessment – Students can be assessed throughout the trimester.

Online assessments can use a variety of assessment tools e.g. the quiz tool, assignment submission tool and/or contribution to discussion forums. The VLE Brightspace is where all assessments should be collected with Urkund plagiarism tool enabled on all submissions. *We will refer to all the above types of online assessment/online exams in this document as online assessments.*

## Maximising Academic Integrity

**General points**

* Tailor assessments to the idiosyncrasies of the material covered in class.
* The design of these assessments should make it very difficult for students to profitably draw upon pre-prepared model answers — i.e. ensuring that such assessments do not merely rely on the reproduction of material covered.
* Design assessments so that students will need to demonstrate depth of understanding of course material and how it might be applied sensitively and effectively in specific contexts.
* Provide students with guidance on the kinds of behaviours permitted and prohibited in a take-home examination for e.g. be explicit about what resources students can use during online assessments and communicate this well in advance.
* Advise students that notes, and online sources can be used for reference purposes only and such material cannot be copied and pasted into their take-home examination answer script.  When designing open book exams, care should be taken to ensure that students will not be able to answer questions by copying directly from pre-prepared notes of any description.
* Require students to make a student declaration, instructions on how to do this can be found [here](https://www.ucd.ie/itservices/t4media/Student%20declaration%20using%20Checklist.pdf).
* All written graded assessments, including take-home examinations must be submitted via Brightspace and scanned by Urkund for similarity checking. A guide on how to use Urkund can be found [here](https://buselrn.ucd.ie/using-urkund/).
* For multi-step problem-solving questions, ask students to show evidence of their work process. For example, request students to submit personal artefacts - worksheets, photographs of handwritten notes, brief personal reflection.
* Try not to overuse the same assessment across trimesters and stages. Doing so will increase the risk of breaches of academic integrity.
* UCD Student Plagiarism policy can be found [here](file:///%5C%5Cbelt2.ucd.ie%5Cbuselrn2%5C4%20Teach%20%26%20Learning%5COnline%20Assessment%5CReviewCovid%5Co%09https%3A%5Csisweb.ucd.ie%5Cusis%5C%21W_HU_MENU.P_PUBLISH%3Fp_tag%3DGD-DOCLAND%26ID%3D222).

**Additional considerations when using the Quiz tool:**

* Consider questions that offer essay style responses, such as short-answer or essay/written response questions as this will help you identify if there is any inconsistency in the student’s writing style.
* Make efforts to use original questions. Proprietary test-banks often tend to be widely available on the Internet.
* **If using the quizzing tool:**
* For Multiple choice and True false questions you should ensure an adequate ratio for example 4 students to every 1 question.
* Create a large pool of test questions when using forced choice testing – i.e. multiple choice, true/false, matching question types.
* Display questions *one-at-a-time* – displaying test questions *all-at-once* gives the students opportunity to take screenshots of large amounts of material.
* The MC should randomise questions in pools and, where possible, answer choices and backtracking.

## Phases of Online Assessment

Once the MC has defined the learning outcomes and has chosen the [best method and tool for assessment](file:///%5C%5Cbelt2.ucd.ie%5Cbuselrn2%5C4%20Teach%20%26%20Learning%5COnline%20Assessment%5CReviewCovid%5C%28https%3A%5Cwww.ucd.ie%5Cteaching%5Ct4media%5Calternative_assessment_methods.pdf). They can begin work on the 4 Phases of Online Assessment - Planning, Design, Communications and Execution.

### Phase 1: Planning

The planning phase of an online assessment can begin once you have identified the modules learning outcomes and assessment strategy.

* The MC should consult with the Business eLearning team at least 1 month prior to the assessment day.
* An email should be sent to IT Services (ithelpdesk@ucd.ie) informing them of the sate/time of the test, the amount of students taking the test and the module code, this will help them manage capacity of the Brightspace environment.
* A laptop requirement, with a link to [minimum specification](https://buselrn.ucd.ie/blackboard-test-ready/), should be included in the Module Descriptor.
* When scheduling online assessments, the MC should plan for remediation in case any issues arise.
* Where there are multiple cohorts of students taking a test, the MC should schedule a one-time delivery of the test. If this is not possible then the MC should ensure that multiple unique versions of a test and questions are created.
* When deciding time limits for timed assessments be sure to allow adequate time for the student to read the instructions, to do the assessment, and to submit the test. Consider a grace period for submissions of an assessment.
* The MC is advised to offer a mock assessment to students, so they can become familiar with the assessment layout, tool being used, question styles etc. This can help the MC and/or the students to identify and address any issues with the technology. Ask for feedback from the students and address any common issues/areas of concern.

### Phase 2: Design

When designing your online assessment within Brightspace you should consider several factors:

* + Students with disabilities –think about the time allocated and the design of questions. Make use of the additional time features in both the assignment collection tool and quizzing tool on Brightspace.
	+ A helpful toolkit created by UCD Access and lifelong learning can be found [here](https://www.ucd.ie/all/t4media/0274_UCD_TOOLKIT_1118_ONLINE_LR.pdf).
	+ The MC should trial the test and assess for: time allocated, accuracy of questions and answers, answer randomisation, and any technical issues.
* The MC can consult with Business eLearning in relation to addressing any issues resulting from the mock assessment or when testing the real assessment.
	+ **If Using the Quiz tool:**
	+ The MC should set a password for the test. Passwords should be alphanumeric and at least 8 characters long.

### Phase 3: Student Communications

Timely, clear and concise instructions around assessment will help reduce email queries and limit student stress. Inform the student as soon as possible about when and how an assessment will take place. As soon as possible you should then share the detail of the assessment. You should outline when and how to access the online assessment and the students’ expected conduct during the test.

Please note:

* + - It is important to refer to the assessment type as “Online Assessment”, avoid using terminology like “Online MCQ” as this can be misleading if you are using a mix of question types.
		- A student guide for preparing for timed assessments/quizzes has been created this should be shared ASAP with students here: <https://buselrn.ucd.ie/brightspace-during-the-college-closure/>
		- The MC should create their own version of the **Student Information templates Email 1** and **Student Information templates Email 2** included in this document and schedule when to email these to students.

### **Student Information Template email 1**

**To be sent at least 3 weeks prior to the assessment.**

Dear Student

As you are aware you will be remotely assessed in Week Click or tap. This document will outline for you the general assessment information, how you should prepare, your expected conduct and what to do and what to expect on the day of the test.

**Assessment Information:**

* This test counts for Click or tap % of your final grade.
* The test will comprise of Click or tap questions in the Click or tap type format.
* The duration of the test is: Click or tap minutes.
* The test will cover material from weeks Click or tap to Click or tap only.
* ***<delete option if not applicable>***Negative marking will be applied to Click or tap questions, questions may be skipped but once an answer has been selected you can no longer unselect the answer given.
* ***<delete option if not applicable>***There will be partial marking applied to Click or tap.
* ***<delete/edit as applicable>***You may/may not use a calculator and/or rough paper.
* Questions will be presented Select from drop down.
* Questions Select from drop down .
* Answers Choose an item.
* ***<delete as applicable>***Grades will be released on Click or tap to enter a date.

**How you should prepare for the test**

Your laptop must be in good working condition and have access to reliable broadband. Please use this helpful guide <https://buselrn.ucd.ie/brightspace-during-the-college-closure/>

* If you qualify for extra time and/or other considerations, you must contact Click or tap by Click or tap to enter a date. to confirm arrangements.
* Read the UCD Student Code which states the expected conduct of a student in exam conditions<http://www.ucd.ie/governance/resources/policypage-studentcode/>.
* Remember readiness for online assessment/tests is your responsibility.

**Student conduct during the test:**

1. Remember! This is an exam situation. Academic Integrity and Code of Conduct rules apply as per any other exam at UCD
2. No copying or cheating at any examination or test. No bringing of unauthorised materials into the test
3. No plagiarism, or submission of work prepared by another individual as part of any assessment
4. No interfering with the proper conduct of examinations
5. **Anyone found contravening these rules will face disciplinary action**

### **Student Information Template Email 2**

**To be sent at least 2 working days prior to the assessment.**

Dear Student,

Please read this email carefully for important information in relation to your assessment on Click or tap to enter a date.

For Technical advice please go to this webpage: <https://buselrn.ucd.ie/brightspace-during-the-college-closure/>

**Starting the test**

* Go to Brightspace - Click or tap - Click or tap
* When you are given the test password enter it immediately, as it will be changed quickly

**During the test**

* Do not use your browser’s back button as this will automatically submit your test
* Answers auto-save regularly, but do not click Submit Quiz until you are finished the test
* If you encounter issues during the test, please email: Click or tap

**On Completion of the test**

Ensure you successfully submitted your test. If you encounter issues during the test, please email: Click or tap

**Student conduct during the test:**

* Remember! This is an exam situation. Academic Integrity and Code of Conduct rules apply as per any other exam at UCD
* No copying or cheating at any examination or test. No bringing of unauthorised materials into the test
* No plagiarism, or submission of work prepared by another individual as part of any assessment
* No interfering with the proper conduct of examinations
* **Anyone found contravening these rules will face disciplinary action**

### Phase 4 Execution

* + Business eLearning will check system twice daily check their website for service status updates: <https://buselrn.ucd.ie/updates/>
	+ If a password is being used – The MC or nominee must share the password to each cohort of students. The test password should be reset within 5 minutes of communicating it to students.
	+ If there are multiple cohorts taking a test, the MC should only release the provisional grades after the final cohort has taken the test.
	+ Monitor the grades area to observe progress.
	+ Monitor your email regularly as students will be emailing you with any questions/issues during the assessment.
	+ If students have had issues submitting an online test you can submit on their behalf (click [here for instructions](file:///%5C%5Cbelt2.ucd.ie%5Cbuselrn2%5C4%20Teach%20%26%20Learning%5COnline%20Assessment%5CReviewCovid%5Co%09https%3A%5Cdocumentation.brightspace.com%5CEN%5Cle%5Cquizzes%5Cinstructor%5Csubmit_in_progress_quizzes.htm%3FHighlight%3Dsubmit%20a%20quiz) ) however you should seek the student’s written consent (via email) before actioning this.
	+ The MC should archive the assessment grades.

##  Useful References:

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| --- |
| **Covid-19 Specific:** |
| *UCD Teaching and Learning Alternative assessment methods*<https://www.ucd.ie/teaching/t4media/alternative_assessment_methods.pdf>*UCD academic Integrity of Online Assessments*<https://www.ucd.ie/teaching/t4media/academic_integrity_online_assessments.pdf> |
| *Student declaration:* <https://www.ucd.ie/itservices/t4media/Student%20declaration%20using%20Checklist.pdf> |
| **UCD General References:** |
| *UCD Assessment Code of Practice* -[https://sisweb.ucd.ie/usis/!W\_HU\_MENU.P\_PUBLISH?p\_tag=GD-DOCLAND&ID=104](https://sisweb.ucd.ie/usis/%21W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=104) |
| *UCD Plagiarism policy**https://www.ucd.ie/governance/resources/policypage-plagiarismpolicy/* |
| *UCD Student Code -* [https://sisweb.ucd.ie/usis/!W\_HU\_MENU.P\_PUBLISH?p\_tag=GD-DOCLAND&ID=177](https://sisweb.ucd.ie/usis/%21W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=177) |
| *Student Test ready -* [*https://buselrn.ucd.ie/brightspace-test-ready/*](https://buselrn.ucd.ie/brightspace-test-ready/) |
| *UCD Teaching and Learning Assessment for Learning* <http://www.ucd.ie/t4cms/UCDTLA0044.pdf> |
| *UCD Teaching and Learning - The Design of Multiple choice questions for Assessment (ABR)* <https://www.ucd.ie/t4cms/UCDTLA0042.pdf> |
| *Universal Design for Curriculum Design* -<https://www.ucd.ie/t4cms/Universal%20Design%20for%20Curriculum%20Design%20-%20Full%20Book.pdf> |
| [*https://www.ucd.ie/all/t4media/0274\_UCD\_TOOLKIT\_1118\_ONLINE\_LR.pdf*](https://www.ucd.ie/all/t4media/0274_UCD_TOOLKIT_1118_ONLINE_LR.pdf)*Urkund guides:* [*https://buselrn.ucd.ie/using-urkund/*](https://buselrn.ucd.ie/using-urkund/)[*https://www.ucd.ie/itservices/ourservices/educationaltechnologies/virtuallearning-brightspace/brightspaceinstructors/assessments/urkund/*](https://www.ucd.ie/itservices/ourservices/educationaltechnologies/virtuallearning-brightspace/brightspaceinstructors/assessments/urkund/) |