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Examination Timetabling User Group (ETUG)

15th July 2020

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Welcome

- Minutes from the last meeting

- Action Tracker

- Matters Arising

Timed Remote Assessments - Summary Summer 2020

Peter Laskey (Head of Exam Timetabling)
June 2020

Exam Software (Summary)

- **Different platforms** - Blackboard, Turnitin, Practique, WISEflow

- **Time consuming** - Set-up/preparation, additional resource (staff)
- **Conversion** - Formatting issues, lack of deadlines (academic papers to online)

- **Reliability/Security** - Scanning/uploading scripts, exam integrity, releasing exam paper early

- **Student guidance** - Platform specific, time-consuming, all scenarios/eventualities
- **Marking** - Staff training, extracting results

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Policy & Process (Summary)

- **Exam Timetabling** – Student location, time-zones, longer gaps (AEA etc)
- **Academic Timeline** – Receiving exam content, converting to online, delivering exams, marks/results

- **IT Irregularities** – Internet connection, illegible scripts/Q's, delayed submission, attendance
- **Student Expectations** – Exam integrity, transparency, late comms, scenarios

- **Mit Circs/Misconduct** – Increase due to above uncertainties
- **Dept Guidance** – Individually developed to manage assessments, lack of collaboration

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Student Experience (Summary)

- **Change** – Adapting to new form of assessment, increased stress/nervousness
- **Queries** – Surge pre-exam and during, staff responsiveness difficult (resource issues)
- **Post exam complications** – Tracking attendance, late/corrupted scripts, missing questions, reassurance queries

Overall

- Generally positive student response, technologically suited, logical next step
- Removed staff need to secure exam space, invigilators, manage stationery etc

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Conclusion

Exam Software

✓ Recommended platforms/guidance, templates, Ed Tech/ICT Support, staff training/resource, incorporating AEAs (e.g extra time, breaks)

Policy & Processes

✓ College steer for clear Online policy, academic timeline/deadlines, set student expectations

Student Experience

✓ Increased support to adapt/practice Online assessments, Dos and Don'ts, clear query process, exam scenarios

Ed Tech/ICT Questions

Moira Sarsfield – Principle Learning Technologist (FoNS)

- Will the type of assessment (presentation etc) be reconsidered if online assessments are used again?

  e.g. Would typed exams be possible/easier to manage?

- It would be interesting to hear more about data manipulation issues and where these we experienced (i.e. inside the system used for exams or in exported data?).

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Policy

"Guidance on how to deal with assessments should really come from a College level. This includes the expectations of students, what they can/can't do during a remote assessment, and also most importantly how to deal with issues."

- Survey feedback noted & circulated at high-level (ESOG etc)
- Quality Assurance discussion, existing Online policy in sector (Brunel, Oxford)
- PC-based assessment policy, RA guidance, feedback into <u>one policy</u>

Assessment Approval	Exam Timetabling	Assessment/ Delivery	Post- Assessment	Student Expectations

- QA currently drafting policy, circulate via ETUG for comment
- Targeting approval for resit period

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Resit Period

- Horizons exams – 2nd Sept
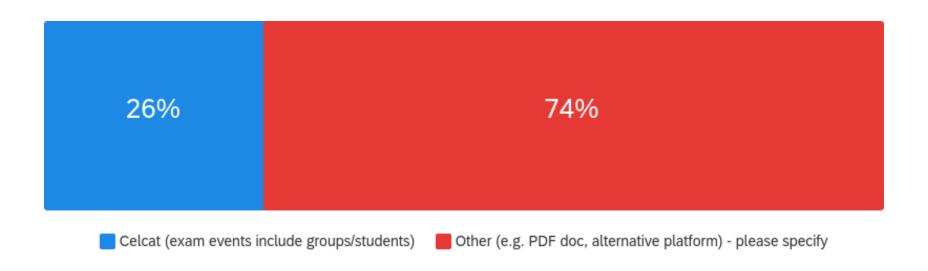- Preparations, support?

2020/21 Academic Year

- Dec 2020/Jan 2021 Assessments (ESOG clarification)
- On-campus activities

Celcat

- Exam Timetable Publishing - Feedback

- 'Remote Assessment' - Event Category

- Any other requests?

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Q1 - How were exam timetables published to students this Summer?

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Other publishing methods:

2020/21 ETUG meetings

- Traditionally November, February, July

- Termly enough?

- MS Teams – ETUG Team?