Online Assessment Protocols

"Examination Written, oral and/or practical tests or events as determined by the examiner and conducted under examination conditions. All assessments conducted under examination conditions will occur at a specified place and time, in invigilated setting and without access to any written or printed matter or any blank paper unless permitted by direction of the examiner". Unitec Exam regulations

According to the definition above, exams cannot be conducted online

If, according to the course descriptor, your assessment requires secured conditions, invigilation, closed book and defined time parameters then:	If, according to the course descriptor, your assessment has flexibility to be open book, unsecured, not invigilated, with flexible time parameters then:
Your assessment needs to occur on campus. Assessments cannot be invigilated via Zoom.	Your assessment can occur online – see protocols below.

Online assessments cannot be referred to as an online exam.

Note: confirm Industry bodies like Nursing Council, NZ Institute of Architecture etc. are ok with online assessments.
Acceptability of insecure/uncontrolled assessments may depend on regulation by industry bodies.

All online assessments must:

1. Include a contingency plan, shared with students, for connectivity issues (learner access may cause issues e.g. loss of internet)
2. Allow extra time e.g. add 10-15% to the time it would take in an on-campus setting
3. Be timetabled to avoid clashes for students across the courses in the programme.
4. Embed Academic Integrity statement

Note: The more 'convergent' the assessment is (= where there is only one correct answer), the weaker the security of the evidence (conversely the more divergent/unique the evidence required is, the stronger the security).

Assessments can be adapted for the online assessment environment with the recommendations as outlined below:

APPROACH	RECOMMENDED	NOT RECOMMENDED
Online quiz	• Online teacher support if tech problems o hours of availability need to be provided so that students don't expect teachers to be available for whole time period NICE TO HAVE: • Ability to reset quiz attempt/re-enter quiz • Include readings as part of quiz so questions are applied • Where tools like multi-choice are used, good practice would be to use a randomised question bank	• Googleable answers • Require that students have camera on if in zoom • 2-3 hour synchronous assessment

TurnitIn e.g.	• Online teacher support if tech problems	• Googleable answers
• Online scenario based • Essay • Report • Short and long answer questions	○ the hours of availability need to be provided so that students don't expect teachers to be available for whole time period.	• Require that students have camera on if in zoom • 2-3 hour synchronous exam
Online presentation	• Academic Integrity (AI) statement • Asynchronous ○ Students upload an annotated audio PPT or video presentation to Assessment Dropbox • Possibility of recording synchronously in Zoom and teacher can mark recording rather than being done live (depends on whether synchronous presentation is in grading criteria)	A whole day of class presentations.