# Summative eAssessment Guidelines for Electronic Examinations

1. The eAssessment guidelines outline the minimum requirements that the University expects to be met when delivering summative assessment electronically.  This is in addition to normal University policies, procedures and regulations relating to assessment, which will apply unless otherwise stated.
2. Summative assessment must be conducted via the University’s approved eAssessment software
3. All staff members involved in the e-assessment process must be familiar with the eAssessment software.
4. The Switch it On guidelines will be followed
5. In cases of serious technical failure which affects the whole group then the procedures in GEAR Section B14.2.4, 4.7 should be followed.
6. External Examiners should have experience of the process of eAssessment and be provided with the opportunity to have appropriate training to allow for effective interaction with the University’s software in accordance with the University’s policy for External Examiners
7. In order to fulfill their responsibilities, External Examiners should be granted access to the eAssessment software to review examination papers and student scripts in the format in which they are to be delivered

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## Summative eAssessment Responsibilities Chart for Electronic Examinations

| **Role** | **Overall Responsibility** | **Outline Responsibilities** |
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| **Administration** | School administrators | **Provide administrative support** for eAssessment process  **Raise** any issues arising from operational matters related to the eAssessment with line manager for resolution  **Ensure** relevant equipped rooms and relevant technical support is scheduled for exams  **Ensure** that candidates have been provided with any required assistive technology  **Supervise** the logging off/closure of the session in accordance with approved safety and security procedures |
| **Technical** | Information Services | **Overall responsibility for effective delivery and development of all technical aspects** of eAssessment including the secure desktop, software and hardware.  **Providing technical support** for setting up the eAssessment location, at a University Campus including the **identification and use of appropriate equipment and applications** to meet specific eAssessment and learning needs  **Ensuring that the environment and equipment is working correctly** for eAssessment sessions and **providing timely technical support** and first line problem resolution to staff invigilators and students as appropriate including advance notification of any workstation issues  **Identify the appropriate hardware and software** required to enable the University to deliver the volume and type of eAssessment desired  **Assist other staff** in identifying the appropriate equipment and or applications required to meet specific requirements of students and tests  Working within agreed timescales **assist other staff** to ensure readiness of the eAssessment location and equipment prior to an e assessment session  **Ensure** that students with an LSP know how to use any equipment or assistive technology or specific software required for the eAssessment |
| **Academic** | School  Module leader | **Approve all marking schemes** that include variations on marking practice such as negative marking or compensation for baseline guess.  Details of how these marking schemes are applied must be made clear to the students before the examination.  **Work within agreed timescales** to create and test eAssessments with support of IS.  **Understand** the eAssessment environment and equipment and how it can be adapted to meet students’ needs  **Ensure** contingency plans are in place in the event of technical failure – e.g. ensuring either there is timetabling capacity to reschedule and exam or ensuring paper backups are available  **Provide students with information** and guidance relating to eAssessment  **Provide students** with the opportunity to familiarise themselves with the eAssessment format, type of questions and technology before the summative assessment.  **Ensure** that students are aware of any security arrangements and any contingency procedures including those relating to technical failure  **Report and document** any emergencies, technical failures and irregularities and ensure that these are resolved appropriately for the candidate  **Ensure** that they are aware of any potential opportunities for academic misconduct within the eAssessment |

## Timeline for Managing Summative eAssessment for Electronic Examinations

If the eAssessment will take place in the official exam period it needs to be managed by exam timetabling, and therefore these instructions should be read in conjunction with their guidelines. Otherwise you will have to ensure there are no clashes for your students. All summative eAssessment must take place at the university.

**Ensure you allow sufficient time to complete each of the preparatory steps**

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| **Step 1**  **Planning the assessment** | Consider how many questions would be appropriate to the learning objectives and the weighting of the assessment, and how long would be needed for students to take the assessment.  When making the room booking allow time to set up and for students to leave, for example half an hour before and after  If you need to have 2 sittings consider how this will be organised – e.g. by booking an adjacent room to keep the 2 sittings separate  Consider how students with LSPs who need variations on assessments will be assessed  Liaison with the relevant external examiners |
| **Step 2**  **Confirming the questions and operational requirements** | Develop the draft assessment questions and feedback if you are giving any. Write marking criteria for any free answer questions.  Obtain internal moderation of the draft questions, and the view of the external examiner on the internally agreed drafts (see: [University guidelines for the moderation of summative assessments](https://staff.brighton.ac.uk/reg/acs/docs/Moderation%20guidelines%20-%20final%2001-2015.pdf)[[1]](#footnote-1))  In consultation with your LTA decide on the best platform for your type of eAssessment and enter your questions  Ask a colleague to check the technology, the content of the questions and the automated feedback, especially for multiple choice (MCQs). Advice on developing MCQs is available here [link]  Decide when and how you are going to release marks and feedback to students  Inform students about the eAssessment, and work through any assessment criteria with them. |
| **Step 3**  **1 month in advance** | Deadline to inform IS about a summative eAssessment  Respond to any queries from IS and give students a formative assessment in the platform so they are familiar with it |
| **Step 4**  **1 week in advance** | Create a disaster plan (e.g. technical failure, fire alarm) in conjunction with IS and any invigilators. Share this information with students.  You and any invigilators will be briefed by IS on the potential for academic misconduct during the eAssessment.  Prepare materials for worst case scenarios e.g. paper copies of the eAssessment |
| **Step 5**  **On the day** | Depending on the level of support being given by your LTA, you may need a mobile phone and their mobile number to contact them. |
| **Step 6**  **After the eAssessment** | If appropriate, arrange for any marking to take place  Approve marks and release these and feedback to students  If marks do not automatically enter the GradeCentre, add them to the GradeCentre |

## References

Nottingham University, e-Assessment Policy

[http://www.nottingham.ac.uk/academicservices/qualitymanual/assessmentandawards/e-assessment-policy.aspx](https://staffmail.brighton.ac.uk/owa/redir.aspx?C=K9Cd8x95mUqy01XQrxZMCFGA76txndIIUswRx71MhDGYIHxQCa1C_Q_RMqx0ZnlmNtP9YoHTueQ.&URL=http%3a%2f%2fwww.nottingham.ac.uk%2facademicservices%2fqualitymanual%2fassessmentandawards%2fe-assessment-policy.aspx)

1. <https://staff.brighton.ac.uk/reg/acs/docs/Moderation%20guidelines%20-%20final%2001-2015.pdf> [↑](#footnote-ref-1)