

University of Kent
Office of the Academic Registrar
23 March 2020

Online Examination Protocol for Taught Programmes: Students

In response to the COVID-19 pandemic, the University has agreed to the online delivery of its teaching for the remainder of the spring term and its scheduled timed written examinations in the summer term 2020. The following protocol and FAQs relate primarily to scheduled timed written examinations; alternative arrangements for assessments other than scheduled timed written examinations which include examinations for Professional, Statutory and Regulatory Bodies (PSRBs), are in preparation. The specific and individualised nature of these assessments means that this information will be conveyed to affected students directly from their Schools; we anticipated this to be before the end of term.

The University's normal practice, policies and regulations in the conduct of examinations will continue to apply, although in these exceptional circumstances the University will be flexible and responsive to the ongoing and changing conditions. This protocol has been designed to enable progression and graduation in the normal timeframe of the academic year. The design of this protocol has been underpinned by the principle that students are not disadvantaged in the completion of their examinations. However, we are aware that some students may experience difficulties with these arrangements; in such cases, students are advised to contact their School's support office to discuss their individual concerns.

These arrangements are designed to accommodate both students who may be located on a University campus/centre and those at a distance from the University. Examinations will be made available, and scripts will be submitted, via Moodle. There will be a 48 hour window from the timed release of your examination in which to download your examination, complete your examination and submit your completed script in the submission box on Moodle. There will also be a late submission box for students who fail to submit their examination by the deadline. The 48 hour timescale was agreed to accommodate differences in time zones, extra time in Inclusive Learning Plans (ILPs), and any possible technical challenges. This will also allow for the timely submission of work so that marking can be completed in the required timeframe.

Despite the 48 hour window, you do not need to remain on the internet the whole time to complete your examination. You should download your paper, type or handwrite your responses and then access the internet to upload your paper. Guidance will be provided for you regarding how to do this. You should aim to complete your examinations within the specified time frame (1, 2 or 3 hours); you should not spend more time than specified and to use existing knowledge rather than undertaking further research. We are expecting answers produced in common invigilated examination conditions, not long essays or research papers. Where appropriate word or page limits per question have been set as a guide to assist you in using your time appropriately. It is important to note that these are examinations and not takeaway papers, there is no expectation of enhanced output, such as full references or bibliographies.

While these examinations will not be conducted under invigilated or timed conditions, you are expected to act with integrity; examinations will be submitted via Turnitin and, in accordance with University regulations, you can be called for a viva voce or oral examination which may be conducted via video conferencing to test your knowledge and to ascertain authorship. If this were to apply, you would be notified in advance and the scheduling of the viva voce or oral examination would take account of your availability.

Preparation for Examinations

As this form and method of examination is not standard and you have not had experience of working or being examined in this manner, guidance will be provided on how to access and prepare for your examination. This will include instruction of how to utilise Moodle, how to manage your time and, where necessary, address multiple examinations over a 48 hour period (please note that very few students have more than one exam per day), the need to focus on the stated length of the examination (1, 2 or 3 hours), and other examination techniques.

As part of your revision teaching, and preparation for these new examination conditions, where Schools make past papers available, you are recommended to download these and respond within the time allowed (1,2, or 3 hours) for the examination concerned but without physical invigilated spaces.

Release of Examinations

Examination papers will be made available via Moodle on a daily basis in accordance with the published examination timetable. You will need to submit completed scripts via Moodle within 48 hours of release. Notwithstanding the length of time available to complete scripts, you should aim to complete your examinations within the specified timeframe.

Examinations will be made available in a separate section on the module Moodle page entitled 'Examination' at the top of the page.

1. This section will be populated with:
 - a. **Examination paper** – pdf format or where required, a **special examination paper** (i.e. for resitting students) – pdf format. These will be set up for timed release as per the examination timetable.
 - b. **Answer template document** - .docx format. Unless otherwise specified, examination answers will be written and submitted on a prepared template. For examinations with multiple questions, students should write each answer on a separate page of the document. Students will only be required to submit one document for marking.
 - c. For each document you will need to:
 - i. **Enter your exam number in the header.** This is **CRITICAL**, without your examination number, your mark cannot be credited to your record and you **may be given a mark of 0 (zero)**.
 - ii. Do not put your name on your paper, this ensures anonymity.
 - iii. Be aware for which module you are being examined and which question(s) you are answering.
 - d. **Main Submission Box**, into which you must submit your script. This will be time-limited to expire 48 hours after the release of the examination paper.
 - e. **Late Submission Box**, for late scripts; this will remain open. A late script will only be considered if accompanied by a statement explaining the reason for the late submission (see below concessions and mitigation).
2. You may only submit one file/paper per examination.
3. Where answers include equations, graphs or diagrams difficult to write within Word, write these by hand, take a photo and insert these pictures into the answer template document, being mindful of image file-sizes. Separate image file uploads will not be considered. You are reminded that scripts, particularly those written by hand, must be legible.

Marking of Examinations

Examination scripts and dissertations will be submitted via Turnitin in Moodle. Scripts and dissertations may be marked online via GradeMark. Staff are also working under enormous pressure and with new systems and processes, while we aim to mark all scripts within the specified time period, this may take longer than anticipated; nonetheless marking will be completed in time to be considered by the scheduled Board of Examiners.

Mitigation and concessions

The University has committed to a policy that no student will be disadvantaged as a result of the unprecedented circumstances which have arisen due to the COVID-19 pandemic.

We will continue to publish deadlines and students will be expected to honour these, nonetheless, given that we are all affected by this pandemic and the scale of disruption to day-to-day life, for:

1. **Coursework or assessments** that are submitted after the published deadline (including the deadline for any extension granted by your School), you will **not** be required to submit formal concessionary/mitigation applications;
2. **Online examinations** which are submitted after the 48 hour timeframe, you will be required to submit **an accompanying statement** explaining the reason for your late submission; this will be considered by the Board of Examiners.
3. In cases where you have **failed to submit any piece of assessed work (coursework, assessment or examination)** due to illness or other extenuating circumstances, you should **apply for mitigation** in the normal way. Information on mitigation and how to make a formal application can be found at:
<https://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex9.html>

Summary

- All scheduled timed written examinations for all students (UG and PGT) will be delivered online via Moodle.
- Examinations will be delivered via Moodle in a separate topic/section on the module Moodle page, entitled "Examination" at the top of the page.
- Examinations will be released in accordance with the examination timetable.
- You should complete your examination within the specified time frame (1, 2 or 3 hours or as needed if you have an ILP), although you will have permitted 48 hours in which to download and submit your examination scripts.
- Word or page limits per question will be advised.
- You **MUST** use the answer templates provided.
- You **MUST** insert their examination number in the header.
- Your completed scripts must be submitted on the provided answer template via Moodle in the submission box within 48 hours of release.
- Late scripts must be submitted via the late submission box with an accompanying statement stating why the submission is late.
- Scripts that require use of scientific notations, formulae and/or diagrams may be completed by hand, photographed and loaded into word for submission.
- Examinations scripts will be marked online via GradeMark.
- Dissertations must be submitted via Moodle.

- You are expected to act with integrity in the completion of your examinations; viva voce or oral examinations may be conducted to test your knowledge and ascertain authorship.
- All work will be marked on the same basis as the original examination, i.e. there will be no expectation of difference in output.

Where to go with any queries or concerns?

As per the student FAQs, please contact your School Student Support Office with any individual concerns as your first point of contact. We also encourage you to get in touch with this office if you anticipate any issues, in advance, in order to enable us to help mitigate these as much as possible.

You can also submit queries to exams2020@kent.ac.uk mailbox that has been set up to provide further support and guidance regarding online examinations for taught programmes.

Online Examinations FAQs

1. Is this a change to my module's assessment pattern?

No, this is an examination as per the current assessment pattern, although it will now be delivered online rather than requiring you to sit your examination on campus.

2. When will the examinations take place?

Your examinations will take place as per the examination timetable. Each examination is designed to be of 2 or 3 hours workload, but to mitigate against time-zone differences and other concerns (i.e. special arrangements and/or technical challenges), you will have 48 hours to download, complete and submit your script.

3. My examinations allow for professional exemption or accreditation, will this still be valid?

The protocols put in place address standard scheduled timed written examinations used to determine progression and degree classification; alternative arrangements may be required for examinations which are used for other/additional purposes such as accreditation by Professional, Statutory and Regulatory Bodies (PSRB). Where this is the case your School will contact you. You must pay particular attention to the arrangements for such examinations and assessments, they may have very different requirements from those set out above.

4. Where will I find the question papers and template answer document?

These will be in a separate topic/section on the module Moodle page, titled "Examination" at the top of the page.

5. What file-formats are acceptable for submission?

Word files (.docx) as per the template. A conversion to PDF is also permissible.

Other file types (including .pages files) are not permissible.

6. My discipline requires diagrams, equations etc. in my answers. How will I cope with that?

We recommend handwriting such items, taking a photo of them using your smartphone and inserting the picture files into your submissions. Please be mindful of file-sizes.

7. I do not have access to a computer and/or the internet and/or the conditions in which I find myself are not ideal (i.e. I have no privacy, the environment is noisy etc). How will I sit these examinations?

Please contact your School's support office to discuss your individual concerns. Your examination will be delivered online via Moodle and you will need to submit your completed script via Moodle, but you do not need to be online to complete your examination. This means you can download your paper, take it elsewhere to work on it and upload it for submission when it is complete.

For students in the UK, depending on the COVID-19 conditions pertaining at the time, we may be able to accommodate you on campus during your examination period; please contact us if you wish to explore this option.

For students outside the UK, depending on the COVID-19 conditions in your country pertaining at the time, we may be able to assist you in utilising facilities at a partner university or other such facility; please contact us if you are not able to sit your examinations in your current residence.

8. If I have a query, require clarification or spot an error in my examination, who do I contact?

You should contact the module convenor in the first instance who is responsible for responding to these queries. Contact details will be available in Moodle.

9. How will my ILP requirements be met?

It is anticipated that students whose ILPs indicate a requirement for up to 50% extra time, the use of a computer and particular room arrangements will not require any additional adjustment to the 48-hour, online exam. Students requiring other adjustments will be contacted directly with further information and/or to enable discussion about how these can be delivered. Students with any queries regarding their ILP adjustments should contact accessibility@kent.ac.uk (Canterbury) or medwaystudentservices@kent.ac.uk (Medway).

10. What happens if I try to submit my answers late and the submission box is closed?

There will be a "late submission box" for each examination. Students submitting an examination late should also submit a statement explaining the reason for the late submission. Scripts submitted to the late box with no accompanying statement will not be considered.

11. What happens if I am ill or I believe that my performance has been or will be impaired, can I apply for a concession/mitigation?

Only in cases where you have failed to submit any work due to illness or other exceptional circumstances will you be required to apply for a concession.

Information on concessions and how to make an application is here:

<https://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex9.html>

12. I am concerned that some students may cheat in this setting. What steps are in place to mitigate this risk?

Answer scripts will be tested for originality through Turnitin. Regulations allow for the University to interview students (either in person or by videoconferencing) to test their knowledge should there be academic discipline concerns. The University expects all students to act with integrity.

13. Will these examinations be anonymous?

Yes, as per University regulations. You must not include your name on your answer document. Word File properties may also show your name, but this field is editable. Please replace this with your examination number. Your submission will be anonymised by Moodle.

14. How will you know whose submission is whose?

The template answer document requires you to enter your examination number. It is imperative you complete this correctly in the space provided (as per paper examinations).

15. How do I get access to my exam feedback?

Exam feedback will be provided in the normal way.

<https://www.kent.ac.uk/teaching/assessment/documents/Examination-Policy-approved-Jan-2016.pdf>