

## **Annexe 3**

### **Regulations for Online Assessments**

Approved by the Pro- Vice Chancellor on behalf of Academic Quality and Standards Committee, September 2022

#### **1. Principle**

These Regulations relate to non-invigilated assessments taken online. For online invigilated assessments Appendix D applies.

#### **2. Expectations**

**2.1** Any assessments must still provide the necessary opportunities for students to evidence the associated learning outcomes and should still be identified as a type of examination in the module specification.

#### **3. Definitions**

These regulations outline two common assessment types that would still be considered examinations when taken online:

##### **3.1 Timed Online Examination**

This is defined as a timed online examination with the following key attributes:

- A time limited assessment with examination style questions that are completed within a specific constrained timeframe (similar to a scheduled examination).
- Students are required to be present in a virtual capacity for the examination at the specified time.
- The examination times are scheduled, and this information is published in advance.
- The examination / test is available only at the published times and will begin and end in a similar way to more traditional face to face examinations.

##### **3.2 Open Book Examination (Standard)**

This is defined as an open book examination (standard) and has the following key attributes:

- A time limited assessment with examination style questions (as appropriate for the subject).
- A release and submission window of up to 24h.
- Clear guidance for students on the timeframe available for the completion of the assessment (to enable them to make sure that they have a suitable space for undertaking the assessment).
- An indication of the amount of time that is expected to be spent on the exam task itself (e.g. 3 hours).
- Guidance on the notes / information and resources that they would normally be expected to access during the examination period.

**4. Further considerations**

- 4.1** These examination style assessments would take place during the University assessment period in a similar way to traditional face to face examinations.
- 4.2** The reassessment of these examinations would therefore be subject to the examination resit policy and would need normally be scheduled during the resit period.

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The table below identifies the links with the above definitions and other sections of the Code of Practice on Assessment, to make it clear to students which other regulations apply to their assessments.

	<b>Time controlled (seen/unseen) examination</b>	<b>Open Book Examination (Standard)</b>
<b>Definition</b>	Normally takes place online and is limited to a specific time to complete the examination (in a similar way to an on-campus exam).	A period of time within which students must complete an examination style assessment. Although the exam task might be designed for a small time period (e.g. 2 hours) the students will have 24h to complete the assessment.
<b>Identified as an examination for the purpose of extenuating circumstances. (Appendix M)</b>	Yes	Yes
<b>Duration</b>	The time for the examination will vary but usually between 1-2 hours. More specifically the time period will be started and stopped based on the exam settings and specifications.	The release and submission window is up to 24h although expected time allocation for completion is likely to be 2-3 hours. (This should be clearly defined for students).
<b>Focus</b>	Summative – real time processing and evidence of retained knowledge.	Summative – real or near real-time processing, designed to assess student’s retained knowledge in a time limited way and with limited opportunity for detailed research or editing.
<b>Access to resources</b>	Non-invigilated environments may permit access to minimal notes and information (but this should be clearly communicated to students).	These will be open book, so design needs to reflect this. Where possible, build in application of knowledge, criticality, reflection.

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		Information about the types of resources and information students may access should be identified and clearly communicated.
<b>Usual responsibility for scheduling.</b>	SAS Timetabling Team	SAS Timetabling Team
<b>Anticipatory reasonable adjustments</b>	Additional time in line with examinations, different versions of the online examination will need to be set up to take this into account. If a support worker is needed arrangements to be made with Disability Advice and Guidance.	Additional time not normally required as the 24hrs allowed for the task provides sufficient flexibility for students to take the additional time they need.
<b>Academic Integrity Policy Applies</b>	Yes	Yes