UNM Online Examinations Policy for Autumn 2021-22

The regulations governing online exams for Autumn 2021-22 are outlined below:

1. All Autumn 2021/2022 examinations will be via online.

2. Online summative exams (as defined above) should *only* be set using **Rogō, Moodle Assignments** or **Turnitin**. Other online exam platforms are not supported by the University and should not be used for summative exams (with the exception of certain specialist subject assessment tools already approved for use in certain areas).

3. **All online exams longer than 3 hours in Moodle should be set with a duration of 24 hours.** 48-hour, 72-hour and five working day online exams are **no longer** permitted. Assessments with a duration of longer than 24 hours are classified as 'coursework' and should not normally have deadlines set during designated exam periods, except where student cohorts are unlikely to be sitting significant numbers of exams. Assessments currently classified as exams in the module specifications on Campus Solutions for 2021-22 cannot now be reclassified as coursework.

4. **Assessment windows and active working time:** Students should be clearly informed that they are not expected to work continuously during the 24-hour assessment window. An indication of **active working time** (an appropriate number of hours for students to spend on these exams) should be signposted in the rubric on the front of the exam paper. Students with extensions due to support plans should also be advised how to approach their assessment windows and active working time within them.

5. Short-timed exams(STEs) in Moodle with the following durations are permitted:
   a) **3 hours**
   b) **2.5 hours**
   c) **2 hours**
   d) **1.5 hours**
   e) **1 hour**

   Schools no longer need to ask for FAPVC permission when setting these STEs.

6. Online exams using **Rogō** will routinely be set during a single working day. In line with current practice, **any duration not normally exceeding 3 hours is permitted**, and should be set by the module convener and communicated directly to students and Exams Office.

7. For all STEs in Moodle (but not 24-hour exams), **an additional 30 minutes** will be permitted for all students to cover **IT issues and upload time**. This will be factored into the overall exam duration in Moodle. **In 2021-22, this additional IT/upload time will not be applied to Rogō exams.** Information provided to students will clearly state that the time permitted

includes additional time for upload, and that work submitted after the end of the additional 30-minute period will not be accepted and will be given a mark of zero unless there are approved ECs. All EC applications must be supported by evidence.

8. **Students with support plans will be given 50% additional time**, with the exception of students who require more than 50% additional time. This extension already includes adjustments such as reading time and rest breaks.

   The implication for STEs is set out below:

Original Duration	Extra IT/upload time	Duration set in Moodle	Overall duration with 50% extra time
01:00	00:30	01:30	02:15
02:00	00:30	02:30	03:45
03:00	00:30	03:30	05:15

   For 24-hour exams, students with support plans will be given five additional working hours in which to complete the assessment. The University will explore what provision might be made for accommodating disabled students to sit their online exams on campus, particularly where a scribe is required.

   If Professional, Statutory and Regulatory Bodies (PSRBs) require a different approach to support plan accommodations that deviate from this policy, that should be sought in writing from the Chair of Quality and Standards Committee (see below, clause 15).

9. For all STEs, the exams will start at 3.30pm.

10. For 24 hours exams with support plan (50%), the submission time will be 8.30pm and extra 45 minutes for IT/upload time. Exams end time which include the IT/upload time should not exceed 9.30pm. Anything exceed 9.30pm, the submission time will move to the following day 9am.

11. 24-hour online exams will not be scheduled start on Saturday.

12. Exams paper will be released through Moodle with the password-encrypt papers.

13. Module convenors should continue to provide details of what students should expect from all online exams including the structure of the paper, the material it covers, and how to revise effectively.   Once the paper has been released, module convenors are not permitted to answer any questions from students about the paper. Any corrective actions in the event of a question error will be considered during the marking/moderation period.

14. Schools and Departments must make all students aware of the **Essential Guidance for Students on Academic Integrity in Online Examinations**. It is recommended that link to this document are included in the rubric set out for online exams.

15. Requests to vary University Assessment Regulations to accommodate online exams should be made to, and approved by, Quality and Standards Committee (QSC) before the assessment is set. It is recognised that in some cases PSRB requirements may require deviation from the regulations outlined above, and these should be flagged in writing to the Chair of QSC.

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