CRICOS Provider No. 00130D | RTO Code 4909 | TEQSA PRV12151 (Australian University)00103D

**Guidelines for End of Semester Assessment – Test Options (linked with the HE Examination Procedure)**

**End of Semester Assessment – Test Options [Within Exam Period] – Ongoing on campuses (MTH, CHLL, BER, ODL)**

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|  | **Online Moodle Quiz** | **RespondusTM Monitor (With video recording)** | **RespondusTM Lockdown Browser (Without video recording)** |
| **Parameters** | * Non-invigilated
* Timed Test Practice
 | * Invigilated
* Timed Test Practice
* Using the **RespondusTM Lockdown Browser** including **Monitor**, students are video recorded during the Timed Test Practice

parameter | * Non-invigilated
* Timed Test Practice
* Using the **RespondusTM Lockdown Browser** option, students still have the lockdown browser feature without being monitored by the video recording. The test is still performed with the Timed Test Practice parameter
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| **Staff Support Resources** | * Create a Moodle Quiz: [**Link**](https://moodle.federation.edu.au/mod/book/view.php?id=4405578)
* Moodle question types: [**Link**](https://moodle.federation.edu.au/mod/book/view.php?id=4405579)
* Contact your Institute Learning Designer for further support: [**Link**](https://federation.edu.au/staff/learning-and-teaching/support-team)
 | * Current resources on Sharepoint: [**Link**](https://federationuniversity.sharepoint.com/sites/FedUni/eExams/SitePages/Respondus%20eExams%20%28Staff%20Information%29.aspx)
* Contact **Adam Barbary** (Manager, Learning and Teaching Support and Production), Centre for Academic Development discipline/group discussion-run through (virtual 30min session)
* University resources regarding Exams: [**Link**](https://federation.edu.au/current-students/essential-info/administration/exams/exam-information-for-staff)
* Create a Moodle Quiz: [**Link**](https://moodle.federation.edu.au/mod/book/view.php?id=4405578)
* Moodle question types: [**Link**](https://moodle.federation.edu.au/mod/book/view.php?id=4405579)
* Respondus Moodle Test Page : [**Link**](https://moodle.federation.edu.au/course/view.php?id=70244)

(staff, please request access via **cadsupport@federation.edu.au**) |
| **Student Support Resources** | * Contact your Unit Coordinator
* Check instructions in the Unit Description and within your Moodle Shell
 | * See the dedicated student focused support resources: **Link**
* It is essential that students download the Respondus TM Software prior to use and engage with the practice test opportunities
* Computer requirements for installing RespondusTM use: [**Link**](https://support.respondus.com/hc/en-us/articles/4409607170459-What-are-the-computer-requirements-for-installations-of-Respondus-LockDown-Browser-)
* Students need to ensure, they have a private, quiet place, well lit, strong internet connection to undertake their test
* Students experiencing challenges need to use appropriate technology to seek resolution (where possible). Students need to record appropriate information regarding their technical issue and report this appropriately.
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| **Exam Office Planning** | * All ‘End of Semester Tests’ will be scheduled either commencing at 9.30am or 1.00pm **unless** the Unit Coordinators choose to ‘Opt Out’ of Timed Test Practice
* The duration will align with details described in the Unit Description.
* A Unit Coordinator can choose a longer test period (for example 8 hours, 24 hours etc). This must be communicated to the Exams Office when choosing to ‘Opt Out’
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|  | o Scheduling will be managed by Exam Office. To ‘Opt Out’ of this arrangement, please email the Exam Office on: **exams@federation.edu.au**by **the published date on the website/communications** |
| **Practice Online Test Opportunities** | o It is **HIGHLY DESIRABLE** that students are provided with an opportunity to engage with this online assessment test prior to the formal ‘End of Assessment Test’ task | * It is **COMPULSORY** that students are provided with an opportunity to engage with this online assessment test prior to the formal ‘End of Assessment Test’ task
* It is essential that students follow the requirements for viewing their room space prior to the commencement of the test.
* How to access Unit Participation Reports in Moodle: [**Link**](https://moodle.federation.edu.au/mod/book/view.php?id=4405582&chapterid=1065483)
* Where students are unable to engage with the RespondusTM platform and need to engage with the test at a university computer lab, please book a suitable location in a computer lab
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| **Students with Learning Access Plans** | * Any additional time allocations will be provided to the Exams Office from the Disability Liasion Action Unit (DLAU). The Exams Office will inform your Unit Coordinator.
* The online test administrator (ie Unit Coordinator) can add overrides in Moodle to extend your Timed Test Practice (for example, 30 minutes longer timeframe)
* Students can also discuss this with Student Advocacy: [**Link**](https://federation.edu.au/current-students/assistance-support-and-services/student-support-services/student-advocacy)
* Instructions for staff in setting alternative time parameters can be accessed here: [**Link**](https://moodle.federation.edu.au/mod/book/view.php?id=4257355&chapterid=899304)
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| **What student support is provided during the test period, particularly if there is a technical issue?** | * Students should access troubleshoot tip sheet for potential solutions
* Students can contact ITS Student Support (Log a ticket) **Link**
* Students can email their Unit Coordinator
* Students experiencing challenges need to use appropriate technology to seek resolution (where possible)
* Students need to record appropriate information regarding their technical issue, the impacted timeframe and nature of the issue
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| **What staff support is provided during the test period, particularly if there is a technical issue?** | o Not applicable | * The final Exam Schedule will indicate the units aligned with RespondusTM Invigilated Tests
* This schedule will provide the Learning and Teaching Support and Production Team (Centre for Academic Development) with an understanding of nominated units and time frames.
* Staff will have access to dedicated MS TEAMS chat support during the Timed Test Period
* Staff can also choose to contact ITS Support (Log a ticket): **Link**
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| **Suspicion of Academic Misconduct** | * Staff and Students can access the following resources:
	+ Federation University Australia Statute 2021 (Division 4)
	+ Federation University Australia Regulations (Students) Part 5
 | * There are several resources as part of the RespondusTM software how to detect and manage suspicious behaviour impacting academic integrity
* Staff and Students can access the following resources:
	+ Federation University Australia Statute 2021 (Division 4)
	+ Federation University Australia Regulations (Students) Part 5
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For further information regarding assessment, please see links below:

* Encourage assessment transformation aligned to best practice and sector expectations
	+ ***Creating effective ways to demonstrate learning*** (Federation University Website): [**Link**](https://federation.edu.au/staff/learning-and-teaching/teaching-practice/assessment/maintaining-academic-integrity)
	+ ***Assessment 2020*** - Seven propositions for assessment reform in higher education; David Boud: [**Link**](https://www.uts.edu.au/sites/default/files/Assessment-2020_propositions_final.pdf) **- ALTC**
	+ ***Definitions of Summative Assessment Types***: Queensland University of Technology: [**Link**](https://cms.qut.edu.au/__data/assets/pdf_file/0006/183858/definitions-of-summative-assessment-types-20120801.pdf)

*End of Document (Updated 21.3.23) (Dean, Learning and Teaching)*