

A'Sharqiyah University Policy

<Online Examination Policy >

Policy name	Online Examination Policy		
Policy number	AC0024		
Contact Person	Deputy Vice Chancellor for Academic Affairs and Research		
Approval Authority	Board of Trustees		
Date first approved	23 December 2021	Last substantive review	
Policy Review Cycle	12 months from approval, then every 2 years	Next review	2022

1. Definitions

Terms / Abbreviations	Definition
ASU	A'Sharqiyah University
DVCAAR	Deputy Vice Chancellor for Academic Affairs and Research
LMS	Learning Management System
OBE	Open Book Exam
CBE	Closed Book Exams
IT	Information Technology Services Department
CLFS	Centre for Language and Foundation Studies

2. Purpose

The purpose of this policy is to ensure the integrity of online examinations and assessments. Therefore, the adherence to this policy is critical and of paramount importance. It dictates the delivery of ASU exams over the University Learning Management System (LMS). The policy complements related contents from AC0004 Invigilation of Examinations Policy, AC0009 Academic Integrity Policy, AC0014 Academic Appeals Procedures, AC0016 Archiving of Assessed Students' Work, AC0017 Support for Special Needs Students Policy and AC0023 eLearning Policy.

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3. Scope

This policy applies to all ASU online examinations to ensure integrity, equity and transparency.

4. Policy Statement

- 4.1. The online examination policy ethos intends to serve ASU mission, vision, values, and the Omani culture.
- 4.2. This policy provides rules for conducting online examinations over ASU official LMS platform and applies to all courses offered by ASU. This policy should be the reference point for:
 - 4.2.1. Online examination preparing and delivery.
 - 4.2.2. Prior approval of the DVCAAR and eLearning director should be granted before contracting with private or public bodies to design, deliver or invigilate ASU online exams.
- 4.3. All ASU online examinations must be moderated (pre & post) by following the rules and regulations stated on the University academic assessment and moderation policy (AC0007) and External Moderation policy (AC0018).
- 4.4. All online exams must adhere to the University related bylaws and regulations.
- 4.5. All online exams developed materials by ASU full-time, part-time, agents or subcontractors are deemed as an intellectual property of ASU.

5. Key Stakeholders

ASU Academics, students, and administrative departments.

6. Procedures and Guidance

6.1. Types and Definition

- 6.1.1. The exam format is critical to the implementation of any online exam; therefore, online exam's content determines the exam format.
- 6.1.2. Online exams could be either:
 - 6.1.2.1. Formative: could be either a single or part of series of assessments designed to monitor student's progress during the semester. It could be quizzes, short answers, or both.
 - 6.1.2.2. Summative: used at the end of the semester/term to assess the students' achievement against the course learning outcomes. It does have a higher weight compared to formative exams.
 - 6.1.2.3. Mathematical or Simulation/Lab-based exams

6.2. Best practices

- 6.2.1. Summative exams should be delivered as Project-Based assessment, Case-Based assessment, Problem-Based assessment, or other similar methods approved by the college academic board.
- 6.2.2. Refrain from using direct questions.
- 6.2.3. To maintain the integrity of quiz-based assessment, one-third of the questions bank must be changed every semester.
- 6.2.4. Questions must be developed to test the students' subject knowledge and not direct or recall questions.

6.3. Contents and control of Online exams:

- 6.3.1. All exams, assessment or related activities must be delivered via the University official LMS or other platforms that are approved by the DVCAAR and the eLearning director.

6.3.2. Formative:

- 6.3.2.1. It could be quizzes or short questions exams.
- 6.3.2.2. Should be made available at one point of time, however, to cater for network congestion and availability, examiners can for example, set the time for two hours for a quiz and allowing students only a sixty-minute grace time to complete and submit the quiz.
- 6.3.2.3. Must cover some of the course learning outcomes.
- 6.3.2.4. Students are allowed one attempt with the option to navigate freely between the questions.
- 6.3.2.5. CLFS is exempted from the above condition (6.3.2.5).
- 6.3.2.6. Multiple Choice and True/False should not weight more than one mark for each question.
- 6.3.2.7. Quiz-based assessments should fetch the questions as one question per page.

6.3.3. Summative exams

- 6.3.3.1. Delivered as long answers (Essay, Project-Based, Case-Based, or Problem-Based), or other similar methods that are approved by the college academic board.
- 6.3.3.2. It could be either OBE or CBE.
- 6.3.3.3. The exam must be comprehensive and covers the course learning outcomes.
- 6.3.3.4. Should not exceed 40% of the total course weight.
- 6.3.3.5. Multiple Choice and True/False questions could be used for final exams, providing that they are capped to 40% of the exam's weight.
- 6.3.3.6. Students are allowed one attempt; however, if the similarity index is higher than 20% (not from a single source), then:
 - 6.3.3.6.1. student to be given an indicative mark,
 - 6.3.3.6.2. students to be allowed one more chance to resubmit using the same previous submission link,
 - 6.3.3.6.3. indicative mark is granted as final if the resubmission similarity index is less than or equal to 20%.
 - 6.3.3.6.4. Students are not allowed to resubmit a different solution or do a significant rewriting. If that is the case, the student is to be awarded zero marks.
- 6.3.3.7. Arabic Language based courses are exempted from the above (6.3.3.5). The examiner is to decide the accepted similarity index for each submitted assignment or exam paper.

6.3.4. Mathematical or Simulation/Lab-based exams

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- 6.3.4.1. It could be handwritten/drawn or computerized via an application determined by the department
- 6.3.4.2. Must be delivered via the University official LMS.
- 6.3.4.3. Must cover some or all course learning outcomes.
- 6.3.4.4. Reusing the same questions more than once is not permitted.
- 6.3.4.5. Students are allowed one attempt.
- 6.3.4.6. Should be made available at one point of time, however, to cater for network congestion and availability, examiners can for example, set the time for two hours for a quiz and allowing students only a sixty-minute grace time to complete and submit the quiz.

6.4. Proctoring

- 6.4.1. OBE and Project-Based exams do not require online proctoring.
- 6.4.2. CBE (essays, Case-Based or Problem-Based exams), Quizzes, short questions, Mathematical, virtual labs, and other online simulations or methods should be proctored as follows:
 - 6.4.2.1. Students must have a device with camera enabled and in a perfect working order.
 - 6.4.2.2. Students must present a photo identification card, such as a passport, national ID, or ASU student's card.
 - 6.4.2.3. Student's device IP address to be registered via ASU official LMS.
 - 6.4.2.4. Students are to be split into small groups and assigned to a proctor.
 - 6.4.2.5. Examination session to be recorded using TEAMS recording facility.
 - 6.4.2.6. The exam recorded session must be saved and archived for any future investigation.

6.5. Academic must conduct

- 6.5.1. Any plagiarized materials, cheating or any unacceptable or malicious behaviors during the exam, will be prosecuted as stated on the Academic Integrity Policy (AC0009).
- 6.5.2. Students must comply with all instructions or requirements set or specified by the examiner or the invigilator during any given exam, such as switching on the camera, sharing the screen, sending screenshots of the Student's device ...etc.).
- 6.5.3. Failure to comply with the above (6.5.2) will constitute an act of cheating, which will be prosecuted as stated on the Academic Integrity Policy (AC0009).

6.6. Accountability

6.6.1. The eLearning department

- 6.6.1.1. To train academics to be able to create online exams
- 6.6.1.2. To ensure that appropriate applications are installed/integrated to the University official LMS.
- 6.6.1.3. To train academics and other staff on how to proctor online exams.

6.6.2. Colleges and CLFS

- 6.6.2.1. To ensure that exam contents are available on the University official LMS before the time designated by the admission and registration office.
- 6.6.2.2. To ensure that exam contents are appropriate and do assess the student's learning based on the course published learning outcomes.
- 6.6.2.3. To ensure that there are sufficient human resources to cover the proctoring load.
- 6.6.2.4. To ensure that an appropriate ratio of students per proctor is applied to maintain the exam's proctoring quality.

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6.6.2.5. To ensure that special needs students are served according to the Support for special needs Students Policy (AC0017).

6.6.3. IT services

- 6.6.3.1. To ensure that servers are capable of sustaining the congestion and heavy demands during the exams period.
- 6.6.3.2. To allocate one technical contact person as a focal point to address any technical issues during the exams. That person's name, mobile and email address should be communicated to colleges and CLFS.
- 6.6.3.3. To ensure that there is enough disk space to store the online proctored exams.
- 6.6.3.4. To ensure that the LMS is protected from being hacked to attached during the exam period.

7. References

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4. Open Polytechnic of New Zealand (n.d.). *Types of exam questions*. <https://www.openpolytechnic.ac.nz/current-students/study-tips-and-techniques/exam-study/types-of-exam-questions/>
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8. Revision History

Version	Author/ Reviewer	Revision(s) made and justification	Date