3.9 ONLINE ASSESSMENT

Policy

1. eQuizzes do not contribute to the overall mark for the unit.

2. Invigilated eTests are subject to the same standards of moderation described in Section 3 of this manual.

3. A Non-invigilated eTest will have a maximum value of 25% of the overall mark and the combined total of all Non-invigilated e-Tests must be no more than 50% of the overall mark.

4. Non-Invigilated eTests are subject to the same standards of moderation described in Section 3 of this manual. In addition, the moderation process should include an evaluation of the potential threats to assessment integrity and security that may arise in the online testing environment. Strategies to minimize potential threats to academic integrity and security with eTests should be considered.

Procedures

Potential threats to assessment integrity and security with eTests include:

1. Delivery failure (includes browser compatibility, internet connection reliability and speed of data transmission) where

   • students are unable to access the test or specific components of the test (images, video);
   • students are unable to complete the test in the specified time frame; or
   • student’s responses are not recorded.

2. Impersonation

   • Someone other than the student is taking the test or contributing to the decision-making process

3. Cheating

   • The student has access to unauthorised aids while taking the test for example paper-based resources, electronic devices, the internet, or other individuals

4. Content Theft

   • The questions and/or the answers in the assessment are copied and distributed

Further Information

For further information about the potential threats and recommended strategies and procedures refer to the Teaching and Learning at Curtin booklet available at http://otl.curtin.edu.au/teaching_learning/handbook.cfm

Contents
6.1 EXAMINATIONS POLICY AND PROCEDURES

Principles

An Examination means a formal, supervised assessment activity used to assess student learning outcomes which comprises at least 30% of the overall mark and which normally takes place at the end of a study period.

The University Standard Examination Periods are the two-week periods specified at the end of each standard semester (Semester 1 and Semester 2 of the Academic Calendar).

Examinations held during the University Standard Examination Periods are Centrally Scheduled Examinations and will be scheduled and managed by the University Examinations Office, provided deadlines for submission of scheduling requirements and examination papers are met.

All other examinations are School Scheduled Examinations with the exception of OUA examinations which are conducted by OUA Examination Services in Melbourne.

The School is responsible for scheduling and providing all the necessary administrative support including a suitable venue and supervision of students.

Scheduling and administrative support for OUA examinations is provided by the OUA Distance Education Office within the Curtin Office of Teaching and Learning.

Conduct of Examinations

All examinations, whether Centrally Scheduled or School Scheduled, must be conducted in accordance with the Regulations for the Conduct of Examinations set out in Section 6.4.

Centrally Scheduled Examinations

Examinations may be scheduled on any day or evening during the two week examination period, with the exception of Sundays. Students must make themselves available for scheduled examinations. The Examiners are required to be in attendance for the commencement of the examination and contactable for the duration of the examination.

Students may be required to sit back-to-back examinations but shall not be made to take more than two examinations per day or other assessment activity whether centrally administered or not, on the same day.

Examination periods should be dedicated to examination purposes. Examinations held in non-standard study periods or outside the standard examination period shall be the responsibility of the individual School unless otherwise negotiated with the University Examinations Office.

Some students may require alternative arrangements for their examinations. This may be as a result of a disability, a medical condition, or for a religious reason.

Duration of Examinations

Examinations should, wherever possible, be limited to a maximum of two hours duration. No examination shall be of more than three hours duration.

If a unit coordinator wishes an examination to be of more than two hours duration, this must be approved by the Faculty Academic Board, or Faculty Teaching and Learning Committee if so authorised.

The examination duration shall be stated in the unit outline.

Limitation on Examinations

Units should, wherever possible, only have one Centrally Scheduled Examination.
A **Completion Date** is the date on which a Board of Examiners determines that a student has completed all course requirements.

**Conditional** is an academic status determined by the Board of Examiners. The student is permitted to continue in the course and to re-enrol under such conditions as may be determined by the Head of School. The entitlement to continue in a course and to re-enrol is in all cases subject to any other restrictions or prohibitions imposed on the student (for example, a prohibition on enrolment due to outstanding fees or misconduct).

A **Conferral Date** is the date on which Council confers an award on a graduand.

A **Core Unit** is a unit that is compulsory for the student to complete within a particular course or major.

A **Co-requisite Unit** is a unit that must be enrolled in concurrently with another unit.

A **Course Weighted Average (CWA)** is a calculation of a student’s weighted average percentage mark for all Grade/Mark units in which the student is enrolled in a course, including units credited as Automatic Credit or Designated Credit.

**Deferred assessment** (a DA interim result) is the formal approval by a Board of Examiners for a student to complete an outstanding assessment task for a unit at a later date.

A **Deferred assessment Examination** is an examination a student granted a deferred assessment is required to sit.

A **Deferred assessment Task** is an assessment task a student granted a deferred assessment is required to complete.

**DEEWR** is the Australian Government Department of Employment, Education and Workplace Relations.

**Designated Credit** is credit granted for studies provided through award courses, reciprocal exchange programs, extension and short courses registration and approved agencies and which are deemed to be equivalent in status to Curtin units.

**Equity grounds**, as defined in Curtin’s Equal Opportunity Policy, include: sex, marital status, pregnancy, potential pregnancy, breast feeding, sexual orientation, gender history, race, nationality, colour or ethnic origin, age, religious or political conviction, impairment or disability, family responsibility or family status.

An **Equivalent Unit** is a unit that is equivalent to another unit but not designated as an anti-requisite unit.

An **eQuiz** is any computer based test where the primary goal is to provide students with practice and feedback on their learning.

An **eTest** refers to a computer based test, conducted online via a web browser, used to assess learning outcomes. There are two classifications:

- Invigilated eTests are delivered in a controlled testing environment (at a specific location) with an invigilator present; and
- Non-invigilated eTests are delivered in an uncontrolled testing environment, without supervision by an invigilator, and can generally be accessed from any location.

An **Examination** means a formal, supervised assessment activity used to assess student learning outcomes, which comprises at least 30% of the overall mark and which normally takes place at the conclusion of a study period.

An **Examination Answer Booklet** means a booklet, normally provided by the University, in which the student records answers to examination questions.