

Policy Statement: Teaching Delivery, Tests and Examinations in Semester 2 2020 (from 8 October)

Version: 8 October 2020

This information, and any updates, will be available on the [Policy Hub](#) and [Remote Learning](#) websites. Staff should ensure that they are viewing the most recent version.

1. Purpose

To provide information for staff on the rules at different Covid-19 Alert Levels for teaching delivery, tests and examinations in Semester 2 and Quarter 4 2020.

This policy statement takes effect from **Thursday 8 October 2020** and applies to all staff and students of the University of Auckland.

2. Summary: teaching delivery and assessment requirements at Alert Levels 1-4

Alert Level 1

- All classes ordinarily taught on-site will be delivered on campus.
- From 5 November all tests and examinations will be conducted on campus as scheduled with in-person invigilation.
- Enrolled off-shore students will continue to be taught remotely and will have scheduled, timed, non-invigilated tests and examinations.

Alert Level 2

- At Alert Level 2 most teaching activity will be online, with some exceptions.
- Tests will be conducted online, with some exceptions.
- Examinations will be delivered on campus as scheduled with appropriate physical distancing and health and safety measures in place.
- Enrolled off-shore students will continue to be taught remotely and will have scheduled, timed, non-invigilated tests and examinations.

Alert Level 2.5, 3 and 4

- All classes will be taught online (with limited exceptions at Level 2.5 and 3).
- All test and examinations will be conducted online in a timed format with no invigilation.
- Enrolled off-shore students will continue to be taught remotely and will have scheduled, timed, non-invigilated tests and examinations.

3. Health and safety in learning and teaching environments

- When on campus all staff and students are recommended to wear masks, practice hand hygiene and ensure physical distancing measures are observed where possible.
- Staff and students are required to use the University's Check-IN app if on campus at Alert Levels 2, 2.5 and 3. The University will also display the official NZ COVID Tracer QR code posters outside teaching rooms and other student spaces at any Alert Level to ensure contact tracing information can be collected.
- Teaching rooms and test/examination locations are included in the University's enhanced cleaning regime and hand sanitiser and sanitisation materials will be made available in these spaces.

Covid-19 higher-risk students

- See the [Appendix](#) for details on learning and teaching arrangements for students designated as higher-risk under Covid-19 Alert conditions.

4. Course delivery and coursework assessment

Alert Level 1

- At Alert Level 1 where courses have compulsory requirements (e.g. laboratories, placements) students will be expected to attend (except for those studying off-shore or approved to be studying remotely).

Alert Level 2

- At Alert Level 2 most teaching, coursework assessment, and the majority of tests will be conducted online unless an exemption is approved by an Associate Dean (Academic) through faculty committees.

Notes:

- See (5) for information on exemptions for tests at Level 2.
 - University teaching activities in locations or on campuses outside of Auckland may be taking place under different Alert Level conditions.
- A number of criteria need to be met for an exemption for onsite teaching activities to be approved including 'agreement and approval that the acquisition and practice of practical skills cannot be achieved by remote learning or that a physical event or the use of physical resources from a University site is necessary for the continuation of student progress.' The full criteria are available [here](#).
 - At Alert Level 2 where students based in New Zealand need to remain at home to observe Government Covid-19 guidelines regarding respiratory illnesses, or are approved to be studying remotely, alternative arrangements must be in place for compulsory attendance events that have an exemption to take place on campus. These could include, for example, a brief written activity or attending a laboratory in another stream where possible.

Lecture recording

- For the remainder of Semester 2 lecture recordings will have a system default release time of 24 hours.

Note:

Lecture recordings are available for most lectures that take place in lecture-recording enabled rooms.

Staff may opt to provide recordings (where available) for small-group teaching (e.g. tutorials, workshops, seminars etc). Some courses have approved exemptions from the lecture recording release requirement. Staff may reset the default lecture recording release time for their courses to a shorter or longer timeframe (up to a maximum of 72 hours). Staff electing to release at the maximum 72 hours must have a compelling reason for delaying release for this long and must have considered the impact on students, including equity student groups.

Alert Levels 2.5 and 3

- Teaching delivery and assessment will be online with some limited and managed exceptions.

Alert Level 4

- All teaching delivery and assessment will be online.

5. Tests

Alert Level 1

- From 5 November invigilated tests will be on campus (if the University is at Alert Level 1).

Note: An exemption may be sought for tests scheduled up to and including 4 November that require an on-campus, invigilated test to be undertaken.

- All students are expected to sit tests on campus unless they are studying off-shore, approved to be studying remotely, or observing Government Covid-19 guidelines to remain at home temporarily. At Alert Level 1 online versions of tests ordinarily sat under examination conditions may only be taken by students studying off-shore or approved to be studying remotely.
- Online versions of tests may not be taken by students studying in New Zealand who miss an invigilated on-campus test because they are temporarily ill and at home observing Government Covid-19 guidelines. These students must be advised to apply for an aegrotat.

Note: Students approved for an aegrotat or compassionate consideration for an invigilated test may be permitted (at the discretion of an Academic Head) to:

- sit another written test; or
- receive a mark for the test based on the average of marks awarded for other coursework; or
- take a viva voce examination; or
- have the percentage of marks allocated to the test reallocated to the examination.

It is recommended where possible that students sit an alternative, on-site deferred test to ensure that a component of secure assessment is available should the student require an aegrotat for the final examination. Alternative test questions must be of comparable difficulty and format.

- Revised procedures for aegrotat and compassionate consideration applications will allow for virtual consultation with [University Health and Counselling Services](#) to obtain evidence of impairment. Alert Level permitting, in-person consultations can also be arranged with appropriate physical distancing and Personal Protective Equipment in place.
- Administration fees will be waived for Covid-19 related applications for aegrotat and compassionate consideration.

Alert Levels 2, 2.5, 3 and 4

- At Levels 2, 2.5, 3 and 4 tests ordinarily sat under invigilated conditions will be online, non-invigilated, time-limited tests designed to test higher-order thinking. 24-hour test windows must not be used.

Note: If the University is at Level 2 or 2.5 an exemption may be granted for some tests in programmes where accreditation or registration requirements require an on-campus, invigilated test to be undertaken. Tests scheduled on campuses outside of Auckland at different Alert Levels may take place on campus.

- Test design should ensure that students will be able to complete the set tasks in the time available. Feedback suggests that online tests often take longer than written tests, so consideration must be given to extending the time allowed for the test, where appropriate.
- For all online tests a post-deadline window of 15 minutes must be available to allow for technical difficulties. Tests submitted after the deadline are late submissions and these are to be managed by the Course Director or (Faculty in the case of Law) on the basis of faculty guidelines.
- Tests in Canvas quiz format must not be set up to 'lock' answers. Students must be able to review previous answers.
- Tests that require the student to draw diagrams or write equations can have answers submitted via scanned image or photograph. Students must have an opportunity to complete a practice exercise prior to the test to ensure they are familiar with the technological requirements for uploading images.
- All students sitting online tests must be advised about the importance of [academic integrity](#), the University's approach to academic misconduct, its determination to use all possible means to identify students who dishonestly use external or online resources during tests, and the penalties that are available where academic misconduct is confirmed.
- Bookable spaces may be available at some Alert Levels for students who need a suitable study space to complete an online test. This process will be managed centrally and in accordance with Government guidelines.

Special conditions for tests

- Students with temporary or permanent disabilities or conditions that affect their ability to sit tests under the prescribed conditions may apply for special conditions through [Student Disability Services](#). Approved students are entitled to special conditions for timed (on-campus or online) tests of 30 minutes or longer, including where appropriate support from a reader or writer.
- At Alert Levels 2, 2.5, 3 or 4 students should be advised to contact [Student Disability Services](#) to discuss additional options for assistance in online tests.
- Advice for staff on assistance for students with approved special conditions sitting online tests may be found on the [Canvas Resources website](#).

6. Examinations

Note: contingency plans and communications have been prepared for the situation where a Covid-19 Alert level change necessitates lockdown and transition to online examinations immediately before, or during, the examination period.

Alert Levels 1 and 2

- At Alert Levels 1 and 2 examinations will be on campus, scheduled as per the examination timetable, and will be invigilated. All students not studying off-shore or approved to be studying remotely must sit examinations on campus. At Level 2 appropriate physical distancing and health and safety measures will be put in place in examination rooms.

- Normal policies and processes for out-of-time and out-of-centre examination arrangements will apply. Normal policies and processes for examination academic misconduct incidents will apply to students sitting invigilated examinations on campus.

Alert Levels 2.5, 3 and 4

- At Alert Levels 2.5, 3 and 4 examinations will be online, time-limited, and non-invigilated. Examinations will be scheduled as per the examination timetable. 24-hr examination windows will not be used.

Students studying remotely or off-shore

- All students studying remotely or off-shore will complete non-invigilated, online, timed examinations regardless of Alert Level.
- Examinations for students studying remotely may be different to those completed by on-campus students but will be of equivalent difficulty and will address the same learning outcomes.
- Off-shore students will sit timed examinations scheduled to start between 7.45 am and 8.00 pm in their local time zone.

Notes:

- *Students whose examinations are scheduled outside of this window must notify the University to ensure their examination is rescheduled to another appropriate session.*
 - *Students studying in Europe and Africa are not able to be accommodated within this window. Approval for an out-of-time examination for students in European and African time zones may be requested through the Examinations Services Office.*
- The majority of students in Asian time zones whose examinations are scheduled in afternoon or evening sessions will sit examinations at the same time as on-shore students. Off-shore students in Asian time zones whose examinations are scheduled in morning sessions will have their examination scheduled to the evening session of the previous day.
- The [revised academic misconduct process](#) adopted in Semester 1 will be used for academic misconduct identified in online examinations. Further guidance will be provided to staff on how to report online examination academic misconduct incidents to the Examinations Services Office.

Examination design and approval

General

- Where courses have off-shore or remote students enrolled, two different formats of the examination must be prepared; one suitable for online delivery and one suitable for delivery on campus. Variation between the on-campus and the online version is permitted.
- Where courses do not have off-shore students, examinations should be designed for delivery on campus.

Note: in the event Alert Levels change to 2.5, 3 or 4 on-campus examinations will need to be converted to be suitable for online delivery.

- Examinations may not now be re-designated as 'Open Book'. Examinations may be re-designated as 'Restricted Book'.

Notes:

- *For the purposes of on-campus examinations held in Semester 2 or Quarter 4 that are changed from Closed Book to Restricted Book designation, 'Restricted Book' means that*

candidates are permitted to take into on-campus examinations one sheet of A4 paper which may contain information on both sides. Examiners will not be required to attend examinations to check this material as compliance with the requirement will be checked by Examination Supervisors.

- *All requests for new Restricted Book designation must be made through the Associate Dean (Academic) by **Wed 14 October**. Students in affected courses must be advised through Canvas of any change to Restricted Book designation, and what this entails, as soon as possible.*
 - *For examinations previously (and usually) designated as 'Restricted Book' the usual, non-Covid requirements and regulations apply.*
- Careful consideration must be given to the scope of the examination as within any of the scenarios described above examinations will be conducted as time-limited assessments (i.e. they will not be 24-hour assessments).
 - All students sitting online examinations must be advised about the importance of academic integrity, the University's approach to academic misconduct, its determination to use all possible means to identify students who dishonestly use external or online resources during tests, and the penalties that are available where academic misconduct is confirmed.
 - The revised academic misconduct process adopted in Semester 1 will be used for academic misconduct identified in online examinations. Further guidance will be provided to staff on how to report academic misconduct incidents in online examinations to the Examinations Services Office.

Format and set-up of online examinations

- Online examinations may be conducted as a Canvas Quiz, or a Canvas Assignment with a fixed start and end time. Turnitin may be utilised with Canvas Assignments.
- For online examinations 30 minutes will be added to the notified length of the examination to account for the additional complexity of the online mode and technical aspects, i.e. 2-hour examinations will be 2.5-hours long; 3-hour examinations will be 3.5-hours long.
- Online examinations will include a post-deadline window to allow for technical difficulties with submission. Examinations submitted during this time are late submissions and will be handled on a case-by-case basis according to faculty guidelines. Submissions made after the post-deadline window will not be accepted.
- Where examinations are conducted online in Canvas quiz format they must not be set up to 'lock' answers. Students must be able to review previous answers.
- Online examinations that require the student to draw diagrams or write equations can have answers submitted via scanned image or photograph. Students must have an opportunity to complete a practice exercise prior to the examination to ensure they are familiar with the technological requirements for uploading images.

Review and approval

- Online and on-campus (paper) formats of examination scripts must be submitted to the Examinations Services Office for approval and checking. Further information on this process, and on Course Shells for online examinations, is available [here](#).

Special conditions

- At level 1 and 2 students with temporary or permanent disabilities or conditions that affect

their ability to sit examinations under the prescribed onsite conditions may apply for special conditions through the [Examinations Services Office](#).

- At Level 3 and 4 students with impairments or special requirements should be advised to contact the [Examinations Services Office](#) to discuss additional options for assistance in an online examination.
- Advice for staff on assistance for students with approved special conditions sitting online examinations may be found on the [Canvas Resources website](#).

Aegrotat and compassionate consideration for examinations

- Where a student is unable to attend a scheduled examination revised procedures allow for virtual consultation with [University Health and Counselling Services](#) to obtain evidence of impairment. In-person consultations can also be arranged (Alert Level permitting) with appropriate social distancing and Personal Protective Equipment (PPE) in place.
- The requirement that in order to make a recommendation for an aegrotat or compassionate grade a student's coursework must be 'well above minimum pass standard' has been waived under the Vice-Chancellor's Special Powers. Senate's representatives will consider and approve as appropriate academic recommendations for student applications in Quarter 3, Quarter 4, or Semester 2 where the student is certified by the Academic Head to be 'worthy of a pass'.
- Administration fees will be waived for Covid-19 related applications for aegrotat and compassionate consideration.

Assistance during examinations

- For on-campus examinations the usual processes regarding questions or requests for assistance in the examination room will apply.
- For online examinations in-exam support and contact arrangements will be put in place. Detailed instructions will be provided to students.

General examination advice and support for candidates

- A communications plan is being developed to ensure all students are aware of important examination information and rules at each Alert Level, and the support available.
- For online examinations the University will make devices and internet connectivity assistance available to students in need. Further information will be provided.
- At some Alert Levels the University may be able to provide limited bookable space for students who need a suitable study space to complete an online examination. This process will be managed centrally and in accordance with Government guidelines for the appropriate Alert Level.

Academic integrity

- An academic honesty declaration for use with coursework assignments, online tests and examinations is available for use and adaptation on the University's [Remote Learning website](#).
- All students sitting online examinations must be advised about the importance of [academic integrity](#), the University's approach to academic misconduct, its determination to use all

possible means to identify students who dishonestly use external or online resources during tests, and the penalties that are available where academic misconduct is confirmed.

7. Grading

- Final marks for students in Semester 2, Quarter 3 and Quarter 4 taught courses will be rounded up to 50 (i.e. a pass mark) if students achieve a result of 47, 48 or 49. This adjustment will be done centrally in the Final Grades Tool.

Notes:

Students completing the B section of A/B courses may receive the aegrotat provision of a one grade-step increase on a pro-rata basis for work completed in Semester 1, which contributes to the final result of a full year A/B course.

- Where practicum placements are deferred the 'Not Available' grade may be used.

8. Resources and additional information

For staff:

[Covid-19 Staff Information Hub](#) [staff only]

[Remote Learning Website](#)

[Exams Process \(Remote Learning Website\)](#)

[Canvas Guidance and Resources](#)

[Special conditions for test and examinations](#)

[Academic Honesty Declaration](#)

[Revised Academic Misconduct Process for Semester 2 and Q4 online examinations](#)

For students:

[Remote Learning Support](#)

[Covid-19 Semester Two 2020 Form](#)

[About Academic Integrity](#)

[Aegrotat or Compassionate Consideration for Exams](#)

APPENDIX

Teaching Delivery and Assessment Arrangements for Higher Risk Students in Semester 2 and Quarter 4 2020

Higher risk students

- For the purposes of this policy statement the University defines 'higher risk students' under Covid-19 Alert conditions as learners who face increased risk in attending on-campus events because they:
 - are at higher risk of severe illness from Covid-19 [as defined by the Ministry of Health](#);
or
 - live with people who are at a higher risk of severe illness from Covid-19; or
 - have significant mental health issues that may be exacerbated by Covid-19 or Covid-19 Alert Level requirements.
- Written evidence from a medical practitioner or mental health professional is required to establish a status of higher risk.

Identification of higher risk students

- Under Covid-19 Alert Level conditions students who believe they may be at higher risk attending activities on campus may complete the [Covid-19 Semester Two Form](#) available on the University website.
- The form requires students to provide written evidence from a medical practitioner or mental health professional about why the student should not come to campus.

Note: Government guidelines state that risk of exposure and transmission in the community at Level 1 is very low. Applications to study remotely for health reasons made under Level 1 conditions will be considered in accordance with this advice.

- The online form is received by the Student Contact Centre; health/medical forms are forwarded to the Manager (Student Conduct and Care) in Campus Life. Campus Life staff work with students to obtain additional evidence or clarification of circumstances as necessary, liaising with Student Disability Services (SDS) in cases where the student is registered with SDS.
- Campus Life verify that the evidence is provided and, as appropriate, recommend a plan be made for the student to study remotely.

Note: Medical or health information provided to Campus Life will be treated as confidential and in accordance with the University's [Personal Privacy Statements](#). That a student has been assessed as at 'higher risk' will be disclosed only to those University staff members who need this information to address the student's needs with respect to teaching and learning situations.

Advice to faculties

- The names, IDs and contact details of higher-risk students will be provided to the appropriate faculty Student Academic Services and Engagement Managers / Student and Academic Services Managers, who will inform the academic staff member(s) in the faculty responsible for addressing the student's learning and teaching needs.

Tests and examinations

- Students supported to be studying off campus should sit a timed, online version of course tests and examinations. Where that is not possible alternative assessment arrangements should be made.
- Students sitting an online version of a test or examination must have access to a suitable computer and reliable internet connection.

Note: Students may request devices through the [Student IT Equity Initiative](#).

- A student who has provided the appropriate medical evidence under Alert Level 2 or 2.5 conditions may remain off-campus and sit timed, online versions of tests and examinations for the remainder of Semester 2/Quarter 4 2020; including in the situation that the Alert Level is changed before the end of the academic year.
- Where a student is approved to study remotely and needs to sit an online examination faculty Student Academic Services and Engagement Managers / Student and Academic Services Managers are asked to provide the relevant student and course information to the Examinations Services Office (results@auckland.ac.nz).

Note: Faculties are asked not to move higher-risk students into a different Canvas section.

- Requests received up to three weeks before the start of examinations (15 October) will allow preparations to be made for students to complete online examinations. Requests received after this point will be considered on a case-by-case basis. Where students are not able to sit an online examination alternative provisions will be made and the student will be advised.