**Examinations 2020-21:** Extracts from TLQC Minutes

AUSA Education VP 2020 – Emma Rogers

AUSA Education VP 2021 – Alan Shaker

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| **TLQC Minutes 1.04.2020****AUSA Member present: George Barton (Emma Rogers an apology)** | **ACTION:** |
| **Online Assessments and Exams**Dr K Morris thanked everybody for their incredible work to get to online delivery, including behind the scenes matters such as upgrading technology and LLS work on copyright issues. The key issue now is keeping to the semester schedule; the scheduling of classes and assessments is a major source of anxiety for students. Committee members are requested to communicate to staff that the course schedule must be maintained, eg if class was on a Monday, then recording should be available on a Monday. Staff are encouraged to overcommunicate with the students re deadlines, class timing etc. Dr Morris indicated that an update to the new assessment policy will be released this week. He acknowledged that there is still a lot of work on assessment to be done. The goal for next week is for all staff to be aware of the new policy and be able to make decisions on tests and assessments and how they will administer them. Dr Morris and Professor Morrow thanked the Associate Deans and all other staff members who have responded and assisted with communicating policy changes about online delivery and assessment. Key policy matters to note:* Students must be given a 24 hour window to complete tests/exams weighted at >5%. The timing of this window remains undecided, as it must be equitable for NZ students and those studying via distance internationally
* Time restrictions can apply for tests with a <5% weighting
* The scope of the final assessment exercises are expected to be the same as final exams taken at University, eg 2 hours workload for an average student
* There will be an exam timetable created centrally by the Examinations Office and provided to staff
* Staff members delivering the courses will need to administer their own final exams
* This information will be passed onto the Associate Deans in the first instance, and then more widely via all staff email

Supporting staff transition: **Education and Social Work and FMHS** – hosting a daily drop-in session for staff on Zoom, hosted by faculty learning designers, faculty teaching and learning team members, and Associate Deans L&T.**Engineering** - have set up a Canvas course on assessment with a discussion forum. This is creating a searchable repository of common questions and answers so people can see what others are doing.Supporting student transition**AUSA -** AUSA has put out an informal survey on how students are finding remote learning. One early common theme has emerged – is a uniform concession for all student assessments being considered or discussed? The Chair indicated this is not the way the University intends to handle assessment during this time; however, it is preparing for an increased number of special conditions and aegrotat applications. More generally, staff are expected to take account of the overall situation when setting and marking assessments.**Professor Sewell** **–** students need a study programme for each day, so she is adding to course home pages daily: the date, today’s activities, links to lectures, readings etc. Professor Morrow thanked everyone on the committee and hopes all are bearing up well in present circumstances.  | Committee members to communicate to staff that original course schedules must be maintained and should be communicated daily to students via the Canvas home page.  |
| **TLQC Minutes 16.06.2020****AUSA Member present: Emma Rogers** | **ACTION:** |
| **Online Assessments and Exams** Dr Kevin Morris updated the Committee on the programme of work which has been underway to expand the capacity to administer online exams. * **Inspera** – an online exam product currently being trialled at the University which allows users to create, administer and mark exams within one platform and which integrates with canvas. Dr Morris has put out a call through the Associate Deans for people to pilot the tool in preparation for online exams in Semester Two.
* **Remote proctoring** – a possibility for Semester Two and ProctorU is the product being considered. The product has levels of service ranging from AI only to human proctors monitoring tests. It is not foolproof, but a red flag system alerting the invigilator that someone may not be doing what they are meant to on the exam. There are privacy and data storage considerations that must be worked through.
* **Semester Two** – decisions about test and exam administration are in process. This is a complex issue due to some students being on-campus and some off-campus. Policy will be released shortly around assessments in Semester Two.
 | Noted |
| **TLQC Minutes 11.08.2020****AUSA Member present: Emma Rogers** | **ACTION:** |
| **Semester Two online assessments and exams** Dr K Morris updated the committee on the continuing developments in this space. * Semester Two policy on assessment has gone out and is located on the Remote Learning website and the Policy Hub.
* Offshore students will not be invigilated for tests; Auckland-based students will be invigilated for tests assuming we stay at Level 1.
* Tests can be timed for all students
* Options are being looked at to invigilate offshore exams either through study sites or online proctoring
* Online proctoring has many complications, including privacy and what to do with outputs and any integrity issues that arise.
* Developments will continue as the situation is fluid, and may also be present in 2021
 | Noted |
| **TLQC Minutes 6.10.2020****AUSA Member present: Emma Rogers** | **ACTION:** |
| **Semester Two assessments and exams** Dr K Morris updated the committee. A policy will be released later today and Dr Morris thanked Mrs H Merrick for her extensive work on this. Some key points:* Exams will be on-campus under Levels One and Two
* Most exam scheduling has been aligned with offshore time zones so onshore and offshore exams will be simultaneous, however there will be a few exceptions. Staff will be briefed on different modes where necessary as well as the preparation for a possible Level Three during exams
* Course shells will be used again, as in Semester One. Courses were given a course shell in Canvas for security purposes, in which to set up the exam, which was then moved into the actual course for online exams for offshore and paper-based for onshore
* The policy will be released following the government announcement on 5 October about levels
* Communications will be from Dr Morris to the Associate Deans Learning and Teaching, who will distribute to their faculties

Tests can be online prior to 5 November, but exams for on-campus students will be paper-based, not online. The policy statement is clear on this. |  |
| **TLQC Minutes 9.12.2020****AUSA Member present: Alan Shaker** | **ACTION:** |
| Deputy Chair Dr K Morris thanked committee members for their work over the past year, and particularly thanked:* Ms Emma Rogers for her fantastic work with AUSA and for being an excellent partner during the Covid period. The Committee wishes her well in her next endeavours.

**Examinations**Several process queries were raised by committee members about compassionate consideration decisions and academic integrity decisions. These matters are to be taken up with Miss Lisette Montgomerie, Examinations Services Manager |  |
| **TLQC Minutes 16.02.2021****AUSA Member present: Alan Shaker** | **ACTION:** |
| Dr K Morris updated the Committee on the format for 2021 Exams and Tests. A University-wide announcement is forthcoming that all Semester One, Quarter One and Quarter Two exams will be online. This is confidential until the VC’s announcement comes out. They will revert to being called exams, and not final assessments.A number of issues were discussed:* **Alert levels document** for Summer School was extremely useful, and a request was made that information on this be expanded for Semester One and Quarter Two courses.
* Ideally a **policy statement** is needed around the requirement for domestic students to be on-campus. Requests are coming in from students located in New Zealand who are asking to study remotely.
* A **communications** **request** that all ADs(L&T) be added to Examinations Office list for exam-related information.
* **Restricted vs open-book exams**: Dr K Morris clarified that online exams will be restricted book lite, unless previously (and usually) open-book examinations.
* **Time parameters for exams and grace period**: this will be addressed in the communication going out to staff. Most exams will be 2-3 hours and depending on the exam platform, a grace period may or may not be required. Inspera, for example, timestamps activity.
* **Final exam percentage**: The exam requirement at Stage One has been reduced from 50% to 40% under the policy and no special permission is required.
* **Tests** (sat under exam conditions) will be on-campus under Level One, and online at Level Two and higher, with some discretion by the faculty allowed under Level Two only.
* **Academic integrity** processes will be the same in 2021 as in 2020.
* Any **oral exams** can take place via Zoom.

Queries raised by Committee members;* **Small-scale invigilation** by staff of individual written exams and whether this is permissible.
* **Course View and DCOs** and whether staff need to go in and change the information there. Dr K Morris requested a view from faculties of the scale of these changes, as this would inform the answer to this query.

Committee members indicated **a decision now on Semester Two exams** would greatly facilitate staff planning and preparation of their courses, and ensure online exams were pedagogically sound and less susceptible to academic misconduct. | The policy was noted. Some queries were raised, and Dr Morris will bring these to the DVC(A) for consideration. |
| **TLQC Minutes 13.04.2021****AUSA Member present: Alan Shaker** | **ACTION:**  |
| **Inspera**K Morris indicated that a process has been set up for getting exams into Inspera; there is a project team and faculty champions. Currently the teams are working through details of process. Any questions staff have can be escalated through the faculty champions. Communications about online exams are going out to students this week, and academic integrity aspects will be built into this communication. | Noted |