

## **Requirements of the TNW Board of Examiners for alternative assessments**

The approval for the alternative form of assessment (see the decision of the Board of Examiners) has been given under the condition that the following requirements are met:

### **General guidelines for every exam**

- After approval of the assessment alternative, students have to be informed at the very latest 5 days prior to the exam about the alternative method, time planning and grading;
- Students have to be informed about how to prepare for the exam, for instance by providing a mock exam, examples of possible exam questions or other materials to prepare themselves;
- Some students with special needs are entitled to extra exam time. This also holds for the alternative forms of assessment.;
- Registering for exams:
  - written: register no later than 3 working days for the exam (if possible)
  - oral: register no later than 3 working days before the original date of the exam (if possible)
- An assessment matrix of the learning goals and grading scheme is required. Also the collegial check, i.e., have a colleague check the exam before it takes place, is still obligatory;
- There should be sufficient safeguards against fraud.

### **Additional requirements for written exams – Only open book**

- Only open book exams are allowed. Closed book exams are not allowed, due to high risk of frauds of having closed book exams at a distance.
- The questions of the exam need to be adapted to the open book format. This means for instance that the questions should test the student's deeper understanding, i.e, require more reasoning at the conceptual level than factual knowledge or only numeric answers.;
- An open book exam should be preferably followed up with a (short) oral exam. The very least, a random check must be performed with oral questions related to the written exam solutions the student submitted. As indication, 20% of the students but not more than 30 students must be checked. This randomized check and when it takes place should be communicated to students beforehand. The timeslots of these checks may not overlap with other exams (please consult your programme coordinator);
- The exam is limited in time and takes in principle place during the same time slot as the original exam;
- If possible, use multiple exam versions or randomise the questions/assignments;
- Surveillance via Zoom, Skype or other video-conferencing software is NOT required, since it is not possible to check in this way what the student is doing on the computer and what happens in the room outside the view of the camera;
- The use of the plagiarism scanner is obligatory for scannable (i.e., typed) assignments;
- Recommended: Please ask the students to declare that the work they did is their own.

### **Additional requirements Oral exam**

- Use a grading scheme
- If the oral exam takes place with 1 examiner (instead of 2), the session has to be recorded. We suggest to ask a TA to take notes;
- Students must give their consent to the recording of the oral exam (before the recording started, and then again on record);. If the student refuses to give consent, the oral exam must take place with two examiners or if not necessary, with one examiner and a second person (a colleague, not being a student-assistant).
- The examiner should identify the participants in an exam;
- The following grading system is allowed: Number grades (between 1,0 and 10,0), Pass/Fail or Fail/Pass/Good.