Addendum to the Rules and Guidelines of the Board of Examiners

(RRvE) 2020-2021

Regulations of the Applied Sciences Board of Examiners

regarding online testing

An online proctored exam may only be held if no other form of examination is possible, with the permission of the Board of Examiners and if it is held according to the 'TU Delft Regulations on online proctored examination'. In terms of privacy legislation, all forms of self-organised online proctoring at written exams is prohibited. This applies even when no recordings are made.

For non-proctored online testing, the relevant provisions of the Rules and Guidelines are applicable as they apply to the corresponding non-online testing version, and the following regulations apply in any event.

General regulations for online testing
1. Make sufficient and equivalent examples of exam questions available, and preferably include a few questions and answers, as most students are not used to open-book or oral exams.
2. As is the case with normal examinations, a test matrix of the learning objectives and an assessment table are mandatory. Here, too, the four-eyes principle applies: a colleague must read the examination beforehand.
3. Take into account the exam time extension allocated to students with an official statement.

Supplementary regulations regarding online written examinations
4. The exam questions must be suited to the open-book format. This means that the testing will be at a conceptually higher level such as understanding and analysis, and not or only minimally about knowledge, and not only to yield numerical answers. Closed-book exams may only be taken in online proctored form due to the high risk of fraud, see online proctored exams above.
5. All open-book exams must be followed by an oral check of a representative random sample of at least 20% of the participants or of at least 30 participants (whichever is the lower number). This check monitors whether the answers submitted are in fact the answers of the student in question. An oral check is not part of the exam and may not influence the mark.
   - The fact that this check will be done and the moment at which it will take place must be communicated to the students beforehand. If possible, let the students know they have been selected for the check as soon as possible after the exam.[1]
   - Synchronise the planning of the oral check with the Programme Coordinator to avoid accidentally phoning the student during another exam.
6. The exam is subject to a time limit: do not allow the examination to take longer than the time set for the exam.
7. If possible, different versions of the exam will be used and questions/assignments will be presented to the students in varying sequence.
8. A plagiarism scan is obligatory for all scannable typed assignments.
9. Have students hand in their exam online via Brightspace so they have to use their NET-ID. This serves to identify them. Copies of the campus card or similar are not necessary.
10. Tell the students in as clear and concrete terms as possible what is expected of them during the exam and when (what time the exam starts, as from when and up till when they may hand in their papers, etc.) and give

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[1] *Evaluations have shown that students generally consider the oral check a good step and that they consider fraud prevention important. Students do indicate though that they are very nervous and afraid of doing anything wrong; we recommend that you put the students at ease.*

students sufficient time to upload/hand in the exam.

11. If applicable, students must have the opportunity to practise the technical aspects of the exam, uploading and handing in the answers, well in advance so as to avoid technical problems. If an exam is taken in a digital environment:
   - Communicate the number of exam questions so students are able to estimate how far they have got;
   - If possible, make it possible for students to return to the previous question;
12. The Brightspace page for the course indicates how students who have questions about the exam can reach the lecturer during the examination.

Supplementary regulations regarding online oral examinations
13. For online oral exams two examiners must be present. In exceptional situations, the Board of Examiners may allow an oral exam to be taken by an examiner in the presence of an observer and/or for a recording to be made.
14. If applicable: If a recording is made, the permission of the student must be acquired beforehand. If the student refuses to give permission, the oral exam must be taken by two examiners or in the presence of an observer (a colleague, not a student teaching assistant). A recording must be destroyed six weeks after the mark is announced.

Unforeseen circumstances
15. In the case of unforeseen circumstances, the exam may be taken in a different manner or at a different time than that stated in the study guide at the start of the teaching period for which the course is scheduled. The Board of Examiners decides in this regard based on the proposal of the examiner.
16. In exceptional cases the Board of Examiners may give permission for the use of the Pass/Fail assessment for oral exams if assessment involving a mark has previously taken place.
17. After approval of paragraph 15 and/or 16 of this addendum by the Board of Examiners the examiner informs the students of the alternative form of testing, the time plan and the assessment as soon as possible, and at least 10 working days prior to the exam. If this is not possible, a decision may be made to postpone the exam.