



جامعة عجمان  
AJMAN UNIVERSITY

# Guidelines for Online Assessment in Spring and Summer 2020

April 2020





## Introduction

Due to precautionary measures taken to cope with the extraordinary circumstances resulting from COVID-19 pandemic and following the directives of the UAE Ministry of Education, all on-campus classes were suspended at Ajman University starting from 8th March, 2020 for the remaining part of the Spring semester and the Summer semester of AY 2019-2020. After a week of Spring break for students, online classes started on 15th of March using Blackboard Connect. In order to make sure that students were fully ready for online teaching and learning, faculty members conducted mock online classes one week prior to starting the online classes.

The University cancelled all in-person assessments and decided to conduct all assessments online in accordance with the directives of the Ministry of Education. A circular was issued by the Chancellor to all students informing them on 30th March about AU's unwavering commitment to academic integrity while offering a variety of assessment instruments that are quite appropriate under the current circumstances. The Chancellor had earlier asked the faculty to communicate to their students the exact assessment tools and their timing for all courses.

This document provides guidelines to faculty to help prepare them and their students for online assessment during the spring and summer semesters of AY 2019-2020.

## Principles for Developing Online Assessment Guidelines

The Guidelines for Online Assessment were developed based on three important principles as follows:

1. Adhering to AU's unwavering commitment to academic integrity.
2. Fully complying with the directives of the Ministry of Education.
3. Ensuring that all course learning outcomes (CLOs) are assessed effectively.

## Online Assessment Guidelines

1. It is highly recommended that faculty members avoid traditional timed exams for the final assessments of their students, as much as possible.
2. However, when there is no alternative to timed exams, the following guidelines must be observed:
  - a) Exams must be carefully designed to minimize the dependence on proctoring. For example, open-book style questions displayed sequentially.
  - b) If the instructor determines that his/her exam requires online monitoring, s/he may use Respondus, which provides the features of LockDown Browser, and use a student's webcam. The LockDown Browser feature may be activated by itself, while activating the webcam monitoring will also activate the LockDown Browser feature. Further details are available on Moodle.
  - c) If the course instructor decides to use Respondus in the exam, s/he must inform students at least 48 hours before the exam (via Moodle). All students must comply with this requirement and have Respondus installed and activated on their computers/devices ahead of time as per a communication that they will receive from the Office of IT.
  - d) For exams that require the use of Respondus, only students who comply with the requirement in Item c) will be allowed to take the exam.

- e) Students who encounter technical problems with their internet connection and/or activating their webcams (if required to do so) need to report the problem immediately to their instructor. They will be given a chance to take a makeup exam on the same day in either one of the following time slots: 4:30pm-6:00pm or 8:00pm-9:30pm. The instructor shall confirm to the concerned student(s) the makeup exam time slot. The makeup exam must be at the same level, the same duration and of the same format of the missed exam.
3. Every faculty member is free to use any assessment method as long as s/he can demonstrate that the true level of the students' learning is reflected by their grades and that the course learning outcomes are covered and can be effectively measured. Furthermore, the faculty members should be able to document the evidence of use of appropriate assessment instruments and the level of achievement of CLOs in their ICARs and course files.
4. Regardless of the selection of the assessment methods, the academic integrity must always be upheld.
5. The duration of the final assessment is decided by the faculty members but it cannot exceed 90 minutes.
6. While it is recommended that faculty use a variety of assessment instruments, students shall not be subjected to unrealistic load of assessments as a replacement for traditional assessments in classrooms.
7. Faculty are advised to involve their students in deciding the most appropriate type of final assessment.
8. In designing the assessment instruments, faculty need to keep in mind the limitations and challenges associated with any online proctoring system.

## Technical Guidelines for Online Assessment

1. Add instructions and guidance for the quiz under **"Description"** field under **"Quiz Settings"**.
2. Do not change the default settings of the **"When Time Expires"** under Quiz Timing.
3. Enable the **"Time Limit"** under **"Timing"**. Please note the default timing for Final Exam session during Ramadan is 90 minutes.
4. Set limit for the open and close time for the quiz as follows:
  - a. Enable the **"Open the Quiz"** and set the start time
  - b. Enable the **"Close the Quiz"** and set the end time.
5. Enable all the check boxes listed in the **"After the Quiz is Closed"** under **"Review options"**.
6. Set the Attempt Allowed under **"Grade"**. The recommended number of attempts for Final exam is one (1).
7. Recommended to set **"Shuffle with questions"** to **"Yes"** under **"Question Behavior"**
8. Do not set **"Restrict Access"** on **"Topics"**.
9. Recommended to increase number of questions to have random selection for each student to minimize the chances of having similar questions.
10. Set the **"Max grade"** for each question when you add them and for the quiz in total as well.



11. It is recommended to preview the quiz after it is created, to make sure there are no typing mistakes or missing information.
12. It is recommended to do backup/Restore for the quiz questions, in case the same quiz will be for two courses with two different codes.

## Respondus LockDown Browser and Monitor

If you wish to use Respondus Proctoring, please note the following:

1. Give extra 10 to 15 minutes for the exam opening time, (option “**Open the Quiz**” under “**Timing**”) to allow students to complete the setup and configuration of the Respondus LockDown/ Monitor.
2. If a document is required to be uploaded as an answer to a question, DO NOT use the lockdown browser.
3. Do not use Webcam option, unless all students have webcam in their devices, otherwise, they will not be able to open the Online Quiz, and if you wish to use the webcam monitoring, the “Facial Detection” Options must be enabled.
4. Inform the students with the following:
  - a. They will not be able to access the online quiz, if have not installed the LockDown browser.
  - b. The system will close the Online quiz automatically, if they try to open another internet browser or another application, and they will lose their online quiz attempt accordingly.

**For more info about how to apply any of the settings mentioned above, please refer to the created Manuals for Online Quiz and Respondus.**