GUIDE TO ONLINE ASSESMENT

This guide offers you options on assessment in times of Corona.

Universiteit Leiden Humanities

ECOLe Expertise Centre for Online Learning

CHECK 1 — ONLINE

Check 1: Can your tests be hosted online without online proctoring?

Students will be more likely not to make it to an on-campus exam, due to the current restriction that you cannot come to campus if you experience any symptoms. Therefore, when possible, we advise you to still host your exams online. You can choose to host your exam asynchronously or synchronously in various different formats.

WITHOUT ONLINE PROCTORING

ASYNCHRONOUSLY

CAN YOUR ASSESSMENT BE HOSTED ASYNCHRONOUSLY?

These test formats usually allow students to take the assessment over a longer period of time.

Take home exam
Constitutes of open questions that test students' ability to apply what they have learned. Can in some cases be done in groups.

Student presentations
Let students make a final presentation discussing i.e. a relevant issue. Students can use Kaltura Capture to record the presentation.

Writing assignment
Assign a paper using TurnitIn. You can also use Pitch2Peer and set it up to let students review their peers' work.

Tool: Brightspace

Measures to prevent fraud in Brightspace

- Let students apply what they have learned. This format is not suited for tests that check factual knowledge;
- TurnitIn offers a plagiarism check to ensure students don't plagiarize;
- Allow students to take the exam in groups. They can discuss the questions with the students in their team making them engage differently with the material.

Support
You can contact ecole@hum.leidenuniv.nl if you need help setting up your Brightspace assessment at least 3 weeks in advance.

Yes

No

SYNCHRONOUSLY

CAN YOUR ASSESSMENT BE HOSTED SYNCHRONOUSLY?

These kind of tests usually take place in a set short period of time.

Multiple choice
Use Remindo if you want to include multiple choice questions in your exam. Text entry, drop down and order questions are also available.

Listening exam
Audio can be added to Remindo exams. Set a max. amount of times students can listen to it. Video or other media can also be added.

Tool: Remindo

Measures to prevent fraud in Remindo

- Set a time limit on the overall test;
- Use the integrated plagiarism check;
- No backtracking: Students will be forced to take the exam in their chronological order and will not be able to go back to previously answered questions;
- Shuffle the order of (sets of) questions;
- Randomize questions: Use a large set from which Remindo will select a set amount of questions per student.

Note: If you allow students to take the exam in groups there will be less chance of fraud.

Yes

Support
Request examination with Remindo via ecole@hum.leidenuniv.nl. Send us this request form at least 3 weeks in advance.

Presentations
Presentations can be given by individual students or groups of students during your online class. Students can present a powerpoint if you'll allow them to share their screen.

Oral Exams
Oral exams can be held online with individual students or with groups. If you assess them alone make sure to record the session for a second assesor and the Board of Examiners.

Instructions
Create one channel in Kaltura Live Room for the oral exam and assign passwords to each individual student. Set the correct password before every exam via 'Invite' so only students from a specific time slot can enter the room. You can start a recording via Tools > Record. NB: It might take some time before the recording starts.

Tool: Kaltura Live Room — **Yes** — Contact ecole@hum.leidenuniv.nl if you have any questions about Kaltura Live Room.

No

CHECK 2

ON CAMPUS

Check 2: Can you host your exam on-campus?
Examination on campus will be possible for a select group of exams. Only request an on-campus exam if you have:
- students who will all be able to come to campus (e.g. no students who stay abroad);
- a test format that cannot be converted to an online format (step 1).

NB: On-campus options might change if COVID-19 restrictions are tightended or loosend.

Exam on paper
On campus: Max. 20 students (in one lecture hall).
Off campus: Max. 313 students at the University Sports Center.

Exam on laptops
On campus: Max. 30 students (two classrooms).
Off campus: Max. 223 students at the University Sports Center. Remindo is used as the tool for on-campus digital assessment.

Yes

Request
Request on-campus assessment via your coordinator of studies. Also contact ECOLe in case of on-campus digital exams.

No

CHECK 3

WITH ONLINE PROCTORING

Check 3: Use online proctoring in combination with Remindo
To comply with the privacy law online proctoring may only be used if o alterntive assessment is possible. Check out this page on digital assessment for students for privacy statements and more information on the two available proctoring tools: ProctorExam and Proctorio.

Large groups
Groups up to 150 students can be proctored using ProctorExam. Even larger groups (no max.)can be proctored using Proctorio.

Small groups
(max. 25)
Use both webcam as well as mobile phone camera to ensure students cannot cheat.

Exam on paper
(max. 25)
Proctoring can be used to host exams on paper from home. Students hand in pictures of their exam via SurfDrive.

Moderate proctoring

Screenshare only
Only make use of screenshare without requiring students to turn on their webcam.

No ID-check
Don't require students to show their ID to the camera and check whether the right student is taking the exam yourself.

Support
Request online proctoring (only available in combination with Remindo) via ecole@hum.leidenuniv.nl. Send us this request form at least 3 weeks in advance.

Tool: Remindo