

# Protocol exams in Brightspace and Turnitin

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Please get in touch with the Brightspace ECOLe helpdesk [ecole@hum.leidenuniv.nl](mailto:ecole@hum.leidenuniv.nl) if you have any questions about setting up Brightspace for your exams or if you intend to use different versions of the same exam or sort students into groups.

There is a separate protocol for using the Quizzes tool for online examination available through [ecole@hum.leidenuniv.nl](mailto:ecole@hum.leidenuniv.nl) or on [Online Learning FGW](#).

## Take home exam on Brightspace

**When?** You want all students in your course to take the same take home exam with the same questions, using the Turnitin plagiarism check and without proctoring.

### How?

#### 1. Create an Assignment

This is where you provide students with instructions and the exam questions. Students submit their answers here and see their (Turnitin) feedback.

*Course Tools > Assignments > New Assignment.*

1. Main interface: basic information.
  - a. Give the assignment a recognisable title.
  - b. *Grade Out Of:* Instead of Ungraded, enter “100” if you intend to use Turnitin Feedback Studio for grading. Enter “10” if you intend to use Brightspace’s assessment interface. If you use Brightspace’s assessment interface, you can still get the Turnitin similarity report. Leave blank if you plan to grade offline. Entering 10 or 100 will automatically create a grade item with the same name in Grades. See below (step 2, Adjust the grade item) for further actions.
    - i. If a grade item already exists (e.g. because it has been copied from last year’s course, or you have first created one in Grades), also fill in “10” or “100”. Next, open the menu under *In Gradebook*, then click

*Edit or Link to Existing.*

Grade Out Of: 100 points | In Gradebook | Due Date: [Calendar Icon]

Instructions: Paragraph | Lato (Recom... | **B**

Pop-up window options: Edit or Link to Existing, Not in Gradebook, Reset to Ungraded

In the pop-up window, click *Link to an existing grade item*. The available grade items will show up in the drop-down menu. Choose the correct one and click OK.

**Edit or Link to Existing**

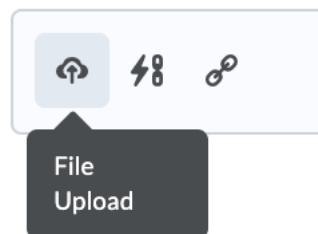
Create and link to a new grade item

Link to an existing grade item

Mid-term exam

Points: 10 • Weight: 40 %

- c. *Due Date*: Set a due date (deadline) for the exam<sup>1</sup>.
- d. Write instructions for students in the instructions box.
- e. Add the exam questions (if using a document) as an attachment via File Upload<sup>2</sup>:



- f. Change the visibility toggle on the bottom of the page to Visible. **The exam will not become visible automatically at the start date if this toggle is set to Hidden.**

Next, go through the three sections in the right-hand panel.

## 2. Availability Dates & Conditions

- a. Set a start date. The assignment with the instructions and exam questions are available to students from this moment on. An end date is recommended<sup>3</sup>.

<sup>1</sup> Papers that are submitted after the Due date will be marked "Late" in Brightspace with the exact submission time.

<sup>2</sup> You can also choose to include the questions in the Instructions box or choose a different format. Do **not** upload the file with exam questions in Content.

<sup>3</sup> With no end date and the setting "Only one submission allowed", students will still be able to access the exam info and any attachments after submitting their file(s) but won't be able to re-submit their exam. If

- b. *Add Release Condition*: Set any [release conditions](#) that are required.
  - c. If there are students that require extended exam time, in *Manage Special Access > Add users to Special Access*, set the due, start and end date if required. In *Users*, tick the boxes to select students. Click *Save*.
3. *Submission & Completion*
- a. Change any settings as required, but make sure to leave the Assignment Type “Individual Assignment”.  
Under *Submission type*, “File Submission” is recommended. (More info [here](#)).  
Under *Submissions*, “Only one submission allowed” is the recommended option.

Files Allowed Per Submission

Unlimited

One file

Submissions

All submissions are kept

Only the most recent submission is kept

Only one submission allowed

*Notification Email* is not required but an optional way of keeping updated on the number of submissions.

4. *Evaluation and Feedback*
- a. Add a Rubric if necessary. More info about Rubrics can be found [here](#).
  - b. Skip Learning Objectives; this feature is currently not enabled in Brightspace.
  - c. If you want to use Brightspace’s annotation tools, tick *Make annotation tools available for assessment*.
  - d. If you want to grade the submissions without knowing the students’ names, tick *Hide Student names during assessment*. [More about Anonymous Marking](#).
  - e. To enable Turnitin for this exam, click *Manage Turnitin* under Turnitin Integration.
    - i. Tick *Enable GradeMark® for this folder*. This will automatically enable Turnitin Originality Check (= plagiarism check) as well.
    - ii. *More Options in Turnitin*:
      1. *Allow submissions after the due date*: Yes, because internet may be slow in student houses, and also cater for extra-timers
      2. *Generate Similarity Reports for student submission*: **“Generate reports immediately (students can resubmit until due date)”**.
      3. *Exclude bibliographic materials/quoted materials/small sources*: No, No, No (excluding can still be done afterwards)
      4. *Allow students to see Similarity Reports*: No.
      5. *Reveal grades to students only on Post date*: Yes, so that all students get their grades at the same time
      6. *Submit papers to*: Standard paper repository
      7. *Search options*: check them all (4)

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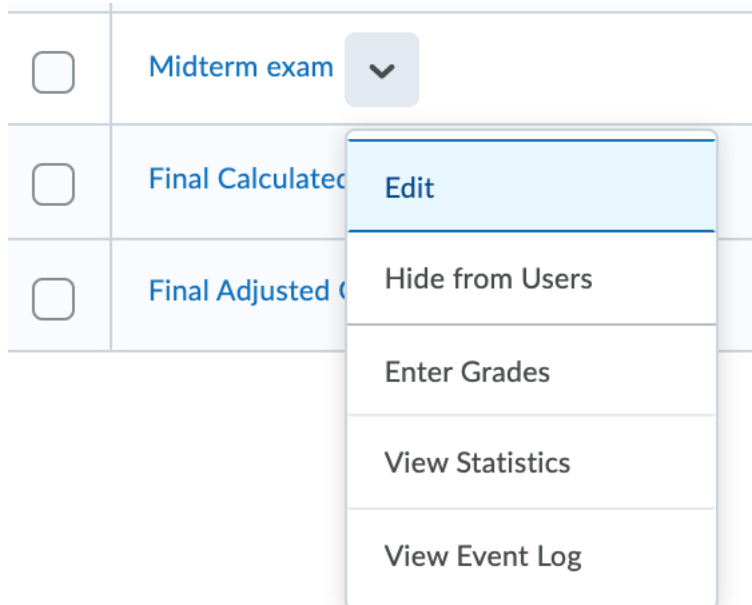
students should no longer be able to access the exam info, you can set an end date (but students will still be able to access any attachments).

8. *Would you like to save these options as your defaults for future assignments?* No
9. Click *Submit*, then click *Save*.
5. Click *Save and Close*.

## 2. Adjust the grade item

If you created a grade item while creating the assignment, you probably need to make minor adjustments in Grades so that the grade item has the correct weight and settings. Go to *Grades > Manage Grades*.

1. Click on the arrow > *Edit*.



2. Scroll down to *Weight* (under Grading, halfway down the page). Adjust the grade item weight (e.g. 40 = 40% of the final average).
  - a. No Weight? Go to Setup Wizard first and make sure the Grading System is set to Weighted. See more info [here](#).
3. Click *Save and Close*.

## 3. Set up the exam folder in the course Content.

This is where you will create a folder in which you place a link to the Assignment and Declaration of Originality.

1. If you do not have a folder called “Exams” or “Tentamens”, click *+ New Unit* in Content. Include “Exam” and the exam date in the title. Add a description. Click on the toggle to make it visible. Click *Save*.
2. Click *Create New > HTML Document*. Name it “Declaration of Originality”. Paste the official text of the Declaration of Originality in either or both Dutch and English. See Appendix A. Check whether this is the most recent version. **Including the Declaration of Originality is mandatory.** Students should not submit it as part of their submission. Click the toggle to make it visible. Click *Save*.
3. Click *Add Existing > Assignment*. Click on the title of the Assignment(s) you created earlier. NB. Students can always access all available Assignments via Course Tools > Assignments. This is why the start date is important. Adding the link in the exam folder is not the only way in which students can access the assignment.

4. Do **not** add the exam questions in this folder. The exam questions are added in the Assignment (see step 1.d).
5. It is recommended to make this folder visible before the start of the exam. This allows students to see where they can find the exam and read the Declaration of Originality in advance. Students do not have access to the exam questions before the start date set in the Assignment properties. See more info here on [making content visible at set times](#).

## Student Instructions

1. In advance, explain how the exam will take place. In short: students have to open the exam by opening the folder named “Exam (date)” in Content. Here they will find the exam instructions and the link to the assignment. Alternatively, students can navigate to Course Tools > Assignments. Students make the exam at home and submit their file(s) before the deadline. By the nature of the exam, students are allowed to meet, discuss, and Google, but time is limited. No proctoring will be used. Trust and loyalty are key.
2. In advance, explain the **purpose of the Declaration of Originality**. Students should read it. It cannot be checked whether they have read the text, or even agreed with it. **Including the Declaration is mandatory**.
3. In advance, ask the students to **use the best internet connection** they can get. Maybe in their parent’s house there is a wired connection, which is preferred over wi-fi.
4. Inform them about the **due date (deadline)**, especially the time. Tell them what the OFFICIAL due date is, but also that you accept exams that are a little bit too late because of slow internet connections etc. Ask them to not wait until the very last minute to submit, but a little bit earlier. Papers that are submitted after the Due date will be marked “Late” in Brightspace with the exact submission time. You don’t want students to submit their exams to your mailbox.
5. Inform them on the **file type** to submit. On Windows, **Microsoft Word is the de facto standard**. It is assumed that most students have Microsoft Office on their laptops. On the Apple/Mac platform the Pages and TextEdit word processors can both export to Microsoft Word format. Like MS Word, the PDF format is also accepted.
6. Turnitin does not accept files that are larger than 100 MB, or have more than 800 pages, nor does it accept papers that contain only images.
7. Ask them to use an updated browser, like Firefox, Google Chrome, or Microsoft Edge. Internet Explorer is **not** supported for Brightspace; Safari is discouraged.
8. Students will receive a confirmation email of their submission by Brightspace automatically. If they do not find such an email within minutes, they can go to the Assignment again where the status of their submission is listed. They will also see a submission confirmation upon submitting.

## The Exam

1. At the Start date the Assignment will be made available for viewing, and students can download the written instructions if included.

2. At, or just before the Due date, students start to upload their Exam files. Students access the assignment via the Exams folder in Content, or via Course Tools > Assignments.
3. Submitted assignments will appear in the Assignment submissions overview (Course Tools > Assignments) as soon as they have been submitted by the students.

### Assessment, Grading and Publishing Grades/Feedback

1. Go to Course Tools > Assignments. In the column “Completed”, you will see how many students in the course have submitted their exam assignment.
2. Open the assignment by clicking on the assignment title.
3. You will see an overview of all submitted assignments sorted alphabetically by students’ last name.
4. To open the Turnitin Feedback Studio, click on the percentage bar under *Turnitin® Similarity*. You can then go through all students’ submissions by clicking next in the Feedback Studio. Please [see this manual](#) for detailed information about grading assignments in Brightspace using Turnitin Feedback Studio.
  - a. Enter a grade out of 100 in the Turnitin Feedback Studio. This grade is saved as draft and won’t be visible to students until you select all submissions and click on “Publish Feedback” in Brightspace’s Assignments tool.
5. To open the Brightspace assessment studio, click on the title of a student’s submitted file. Please see [this manual](#) for detailed information about grading assignments in Brightspace. Make sure to click Save as Draft before continuing to the next submission; this ensures that grades and feedback won’t be visible to students until you select all submissions and click on “Publish Feedback”
6. Select all submissions and click “Publish Feedback”. By this the grades will be communicated to Grades and, depending on the visibility of the grade item and/or the assignment, will be visible to students. If the grade item **and** assignment are set to Hidden from students, the students will not see their grade (yet). If either the grade item or the assignment is visible to students, they will also see published grades and/or (Turnitin) feedback. See [this manual](#) for more information on making grades visible to students.

## Appendix A: Originaliteitsverklaring

### Verklaring van originaliteit

Met het indien van dit examen bevestig je dat:

- dit werk door jou is opgesteld zonder hulp van anderen (niet van toepassing op groepswerk);
- je geen werk van/met andere studenten besproken, gedeeld of gekopieerd hebt;
- je alleen gebruik hebt gemaakt van bronnen die expliciet zijn toegestaan door de vakdocenten en je duidelijk verwezen hebt naar alle bronnen (gedrukte, internet of een andere bron) die in het werk worden gebruikt in overeenstemming met de cursusvereisten en de aanwijzingen van de vakdocenten;
- dit werk niet eerder is gebruikt voor andere cursussen in het programma of voor vakken van een andere opleiding of universiteit, tenzij uitdrukkelijk toegestaan door de docenten;
- je begrijpt dat elke valse claim met betrekking tot dit werk zal leiden tot disciplinaire maatregelen conform de reglementen van de universiteit en de opleiding en dat een eventuele valse claim wordt gemeld aan de examencommissie en dat deze disciplinaire maatregelen kunnen leiden tot uitsluiting van het vak of de opleiding;
- je begrijpt dat jouw werk zal worden gecontroleerd op plagiaat, zowel door middel van software voor plagiaatdetectie als door middel van andere methoden voor fraudedetectie;
- je het belang begrijpt en onderschrijft van fraudebestrijding en dat je je ervan bewust dat (grootschalige) fraude kan leiden tot het ongeldig verklaren van het gehele examen, hetgeen gevolgen kan hebben voor alle studenten.

### Declaration of originality

By submitting this test, you certify that:

- this work has been drafted by you without any assistance from others (not applicable to group work),
- you have not discussed, shared, or copied assessment work from/with other students;
- you have not used sources that are not explicitly allowed by the course instructors and you have clearly referenced all sources (either from a printed source, internet or any other source) used in the work in accordance with the course requirements and the indications of the course instructors,
- this work has not been previously used for other courses in the program or for course of another program or university, unless explicitly allowed by the instructors,
- you understand that any false claim in respect of this work will result in disciplinary action in accordance with university regulations and the program regulations, and that any false claim will be reported to the Board of Examiners and that disciplinary measures can result in exclusion from the course and/or the program,
- you understand that your work may be checked for plagiarism, by the use of plagiarism detection software as well as through other measures taken by the university to prevent and check on fraud and plagiarism,
- you understand and endorse the significance of the prevention of fraud and that you acknowledge that in case of (gross) fraud the program could declare the exam invalid, which may have consequences for all students.

## Appendix B: Support websites

[ECOLe helpdesk](#)

[Digital assessment at Humanities](#); this is the ECOLe site on assessment

For reference, see the Manual for Digital Assessment on the website on [Tools & tips for digital examination](#)

ECOLe's general website on [Online education at FGW – support & guidelines](#)

[Teaching Support GATEWAY](#), the university-wide website on Remote Teaching

When students experience technical problems with the exam, they should contact the instructor who can contact ECOLe during office hours: [ecole@hum.leidenuniv.nl](mailto:ecole@hum.leidenuniv.nl) or 071 527 2773.