PREPARING FOR ONLINE EXAMS

Ensuring Robustness and Security –

EXAM DESIGN: BE AUTHENTIC

- 1 Have a plan for assessment/test
- 2 Include questions that assess
 - higher order thinking
 - application (e.g. case studies, simulations)
- Decide on format
 - <u>Open-ended</u> (e.g. essays, reflective logs, performance tasks)
 - Selected-response items (e.g. <u>multiple</u> <u>choice questions</u>, matching, true/false)
- 4 Establish marking rubric



- Familiarise students with academic integrity
- Encourage honest behaviours

MAKE ARRANGEMENTS FOR SPECIAL NEEDS STUDENTS

 Work with student, faculty, and relevant departments to establish needs



MANAGE ANXIETY

- Inform students what to expect
- Arrange trial runs with students to familiarise them with appropriate exam tools and conduct of exam

EXAM ADMINISTRATION: BE PREPARED

BEFORE EXAM DAY

- 1 Decide on platform
 - ExamSoft
 - LumiNUS
- 2 Configure exam settings (e.g. opening and closing time, time limit, randomization, exam password, forward-only)
- Plan for remote proctoring via Zoom



- 4 <u>Install Teams</u> for communication with students and Online Exam Support
- 5 Do a dry run (recommended)

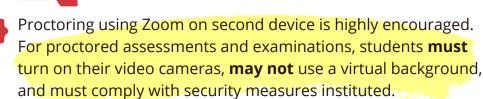
ON EXAM DAY

- Verify students' identity and take attendance
- Ensure that you and your students are logged in to Teams
- Address technical difficulties raised by students to <u>Online Exam Support</u> (if needed)
- Monitor unusual behaviours
- Provide time extension (if necessary)
- Ensure submissions are complete before dismissing students

ZOOM ON SECOND DEVICE









Position second device at a side in order to have a clear view of the student's face, hands, the exam device, and surrounding workspace.

RESOURCES

- <u>Designing effective online assessments</u>
- Conducting assessments online

SUPPORT

- Online exam overview
- Online Exam Support Help Desk