

# 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)
- 3 Decide on format
  - Open-ended (e.g. essays, reflective logs, performance tasks)
  - Selected-response items (e.g. multiple choice questions, matching, true/false)
- 4 Establish marking rubric



### DISCUSS EXAM INTEGRITY

- Familiarise students with academic integrity
- Encourage honest behaviours

### MAKE ARRANGEMENTS FOR SPECIAL NEEDS STUDENTS

- Work with student, faculty, and relevant departments to establish need



### 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)
- 3 Plan for remote proctoring via Zoom



### ENSURE SECURITY

- 4 Install Teams 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 Online Exam Support (if needed)
- ✓ Monitor unusual behaviours
- ✓ Provide time extension (if necessary)
- ✓ Ensure submissions are complete before dismissing students

### ZOOM ON SECOND DEVICE



- ✓ Proctoring using Zoom on second device is highly encouraged. For proctored assessments and examinations, students **must** turn on their video cameras, **may not** use a virtual background, and must comply with security measures instituted.
- ✓ 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

- Designing effective online assessments
- Conducting assessments online

### SUPPORT

- Online exam overview
- Online Exam Support Help Desk