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

MAKE ARRANGEMENTS FOR SPECIAL NEEDS STUDENTS

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

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

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.

EXAM ADMINISTRATION: BE PREPARED

ENSURE SECURITY

- Install Teams for communication with students and Online Exam Support
- Do a dry run (recommended)

MANAGE ANXIETY

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

MAKE ARRANGEMENTS FOR SPECIAL NEEDS STUDENTS

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

RESOURCES

- Designing effective online assessments
- Conducting assessments online

SUPPORT

- Online exam overview
- Online Exam Support Help Desk

DISCUSS EXAM INTEGRITY

- Familiarise students with academic integrity
- Encourage honest behaviours

EXAM DESIGN: BE AUTHENTIC