

## PROCESS FOR TRANSITIONING AUTUMN ASSESSMENTS ONLINE

LEARNING FUTURES, APRIL 2020

## Potential high stakes examination

This examination may be eligible for **high stakes online proctoring** utilising Proctor U technology.

- A request for a remotely proctored examination must be reviewed by the DVCA.
- Estimated time to complete the build of high stakes exams within vUWS and set up Proctor U services is approximately 8 working days following finalisation of content by Schools.
- tContact the school's Deputy Dean who will confirm approval from the DVCA. The Examination team and the Learning Futures team will then organise the scheduling, building and delivery of the examination.

## Potential medium stakes examination

This examination may be defined as **medium stakes** and the Learning Futures team can support Schools in adapting exams to simple **vUWS** based formats with little or no online invigilation requirements.

- Added security functionality will be utilised (e.g., Respondus lockdown, restricted timing) with light touch Proctor U services for invigilation as funding permits.
- Exam build estimate 5 hours minimum including reviewing questions to map with appropriate quiz question type, liaising with academics to confirm/review, adding in answers to multiple choice questions, seeking additional resources such as images, includes applying the instructions to students, confirming quiz settings and timeline for when exams open and end.
- MCQ will be auto marked saving marking time for staff.
- Time will also be required to customise assessment questions for students with AIP.
- Contact the school's Deputy Dean for approval who will contact the Exams team for scheduling/coordinating and then Learning Futures Team will build the examination in vUWS.