

## PROCEDURES FOR THE CONDUCT OF COMPUTER-BASED EXAMINATIONS

### **Introduction:**

The following procedures have been drafted to support the smooth running of computer-based examinations. They have been developed to ensure that between the Registry and the Faculty that all elements of the process have been considered and that the examinations are being conducted in accordance with our regulations. These procedures are designed to act as a guide to examiners when planning computer-based examinations. Computer based examinations require a different kind of planning, organisation and supervision to the standard traditional written examinations. The majority of University examinations are still conducted in the traditional sense; however, we recognise the innovative approach to learning and assessment taken by some examiners for their end of semester examination and wish to continue to support this. Currently we must do this in keeping with the budget allocation for invigilators, the current duties of invigilators and the competencies of the invigilators employed by the University.

### **Procedures:**

- When the Registry forwards the special exam-timetabling request forms to each faculty, the examiner should advise the Registry that they wish to hold a computer-based examination for their module. Please indicate on the special exam-timetabling request forms, the preferred Lab Location and the capacity of the venue.
- The Registry will schedule these modules into your preferred location in the normal manner on the examination timetable - identifying an appropriate date and time. If a second venue is required, the examiner should endeavour to secure one close to the other venue and advise the capacity of both. Registry staff will split the group of students accordingly and the appropriate venue for each student will appear on their examination timetable on student's apps page.
- The Registry will assign invigilators to the venues on a pro rata basis.

### **The examiner must:**

- Book the venue as outlined in the draft examination timetable on the scheduled date and time of the exam.
- Ensure that there is an adequate supply of PC's available with a few to spare in the event that some are not working on the day of the examination.
- Arrange for security checks and maintenance checks to be carried out on all PC's prior to the examination. (e.g. to check that the required software is available, that hard drives are cleared and that access to prohibited systems is removed e.g. disable access to email, library facilities and student chat rooms).
- The examiner should advise students of the procedure for the examination in advance. (e.g. how to save their completed examination, the systems that are approved for use and those that are forbidden)
- The examiner must organise for technical support staff to be available for the duration of the examination, to assist students with any technical issues that may arise during the course of the examination. When there is more than one venue operating, a technical person should be assigned to each venue.

- The examiner should meet the invigilators in the venue half an hour before the examination commences.
- The examiner will confirm the duration of the examination to the invigilators. Candidates will be expected to complete the examination during the assigned time, which will include saving their work to the appropriate file. Candidates should be advised to save their work regularly during the examination.
- The examiner must be present in the venue for the duration of the examination. If there is a second venue being used, the examiner must also provide a representative to be present there also.
- If appropriate, e.g. where the number of candidates is greater than 25, examiners should arrange to have their module tutors (or post grads) present to assist them with queries that may arise during the course of the examination.
- The examiner should advise the Registry who will be assisting with the examination (including the technical staff). These details will be passed onto the invigilator in advance of the examination.
- If disks are required the examiner should supply these for the students at the beginning of the examination.

#### **Duties of the Invigilator:**

- Candidates will be admitted into the venue at least fifteen minutes before the examination is due to commence by the Invigilator
- Invigilators will provide the answer booklets.
- The invigilator will perform the standard duties of an invigilator in the normal manner. They will read the instructions to candidates that form part of the procedure at the beginning of all examinations. Where appropriate, the examiner will advise the invigilator before the examination commences to remind candidates that they are not permitted to access email, the web or any other potential source of information during the examination. The candidates should be made aware at the beginning of the examination who is available in the examination centre to respond to any technical queries they may have during the course of the examination.
- The invigilator will ensure that candidates are adhering the University's examination regulations in the same way as they would if the candidates were part of a group in a standard examination hall.
- Invigilators cannot be responsible for answering any queries of a technical nature and will not be responsible for recognising if candidates are accessing unauthorised computer systems. (As invigilators will not be familiar with the nature of the examination, it will not be possible for them to detect if candidates are displaying unauthorised material on their screens.) If it is not possible for the examiners to perform this role on their own, they must source individuals who have this knowledge to be present to ensure that candidates are not obtaining data from other sources that may be relevant to the examination. (It may be appropriate for the module tutor or post grad to assist with this).