

Guidelines for Remote Assessments - Students

Introduction

As a result of the COVID-19 pandemic, DkIT has replaced final examinations with alternate forms of assessments. An alternative assessment refers to any assessment that the Programme Board has determined, and has documented, will replace an existing assessment (as validated and documented in the relevant module descriptor). This can be an alternative assessment for final examination and/or any other assessment component which may be completed remotely.

The following guidelines relate to students undertaking alternative assessments remotely and should be read in conjunction with the following DkIT policies and procedures where applicable:

- *Academic Integrity Policy and Procedures* (<https://www.dkit.ie/registrars-office/academic-policies/academic-integrity-policy-procedure>).
- *Student Code of Conduct* (<https://www.dkit.ie/about-dkit/policies-and-guidelines/student-policies/student-policies-detail/code-of-conduct-and-disciplinary-procedures.pdf>).
- *Continuous Assessment Procedures* (Appendix 1, <https://www.dkit.ie/registrars-office/academic-policies/continuous-assessment-policy-procedures>).
- *Assessment and Standards Policy* (<https://www.dkit.ie/registrars-office/academic-policies/assessment-standards>).
- *Examination and Assessment Policy and Procedure* (https://www.dkit.ie/system/files/dkit_examinations_policy_ac.doc_149.20.01.pdf).
- *Assessment and Learning Policy* (https://www.dkit.ie/assets/uploads/documents/policies/assessment_learning_policy_23-05-17.pdf)

Guidelines

DkIT expects that all students will read and adhere to these guidelines.

1. Remote assessments will be facilitated via the Moodle Virtual Learning Environment (VLE), with the exception of where your lecturer(s) has instructed otherwise.
2. Students will only be permitted to take assessments for modules for which they are registered. Students who are not registered will not be able to submit assessments via the Moodle VLE. It is the responsibility of each student to ensure that they are registered on the correct module(s) and have access to them via the Moodle VLE. If you are not registered to take an assessment, please contact your Head of Department (firstname.surname@dkit.ie).
3. Students should check that they have the required functioning hardware (e.g. computer/laptop and any other computer equipment) and software required prior to the commencement of an assessment. Students must also ensure that they have access to a suitable internet connection.

4. Students should download their assessment brief (and any associated files as appropriate) from the Moodle VLE, or alternative as instructed by their lecturer(s), and ensure that they read and follow all instructions provided carefully.
5. Module lecturer(s) should inform students of their availability to answer queries in relation to the assessment during the assessment period. Where feasible assessment queries should be posted and answered in the Moodle VLE so that all students in a class group can see them.
6. Students should ensure that they save their work at regular intervals when completing an assessment.
7. Once the assessment is completed, it should be uploaded to the Moodle VLE by the due date and time as instructed in the assessment brief. Students must adhere to the requirements as stipulated by their lecturer (s) on each assessment submission (e.g. student number, name, assessment title, cover sheet or equivalent). By doing so they are confirming that all requirements for the assessment are met.
8. Once the assessment has been submitted, the assessment will be considered complete.
9. All students, including those registered as Repeat or Deferred, will be provided with one opportunity to take the alternative assessment within the current examination session (May 2020). Students will only have an opportunity to take a repeat or deferred alternative assessment, if required, at the next available examination session (Autumn 2020).

Remote Assessment Behaviour

1. For all forms of assessment, DkIT expect the highest standards of integrity from students, whether they undertake their assessments as online examinations, continuous assessments or any other form of assessment.
2. Academic misconduct in any form (Plagiarism, Fabrication, Cheating and Unethical Research) is forbidden in all assessments in accordance with the DkIT Academic Integrity Policy and Procedures.
3. No student shall aid, or attempt to aid another student by discussing answers including by electronic means (e.g. email, messaging, text message, social media, etc.).
4. If a student has a query in relation to the assessment they should refer to the assessment brief and contact the lecturer(s) (*firstname.lastname@dkit.ie*) via the Moodle VLE OR email as directed by the relevant lecturer(s).
5. Failure to adhere to the Guidelines for Remote Assessments (Students), whether discovered during the assessment or afterwards, may result in disciplinary action under the relevant Institute policies and procedures.
6. Each student will be deemed to have read, understood and accepted the guidelines, instructions and regulations governing remote assessments once they commence the assessment.

Deferrals

The option of deferral is available to students who are unable to complete their assessment(s) on grounds related to the COVID-19 pandemic. The deferral form can be found here (https://www.dkit.ie/assets/uploads/documents/Application_Forms/Application-Form-for-Deferral-of-Assessments-plus-COVID-Emergency-Final3.docx).