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 (https://www.dkit.ie/about-dkit/policies-and-guidelines/academic-policies.html):

- *Academic Integrity Policy and Procedures.*
- *Student Code of Conduct.*
- *Continuous Assessment Procedures* (Appendix 1).
- *Assessment and Standards Policy.*
- *Examination and Assessment Policy and Procedure.*
- *Assessment and Learning Policy.*

Helpdesk

The examinations office will operate a helpdesk to deal with queries for students taking timetabled alternative assessments (Appendix 1).

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 the Examinations Office: exams@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. All timetabled assessment queries should be directed to the Examinations Freephone Number or emailed to exams@dkit.ie. The Examinations Office will liaise with the School Offices and ensure students receive an outcome for any queries raised. Where the query results in a change to an assessment and where possible, the query should be answered by the lecturer 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. Students will only have an opportunity to take a repeat or deferred alternative assessment, if required, at the next available examination session.

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 *Examinations* Freephone Helpline or email exams@dkit.ie

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 at https://www.dkit.ie/about-dkit/policies-and-guidelines/academic-policies.html

Appendix 1

STUDENT QUERIES DURING TIMETABLED ALTERNATIVE ASSESSMENTS

The examinations office will operate a helpdesk to deal with all queries for students taking timetabled alternative assessments.

A Freephone Telephone number will be published for all students prior to the commencement of the Timetabled Alternative Assessment period and students can also email exams@dkit.ie with assessment queries. Examinations Staff members will operate the helpdesk throughout the timetabled alternative assessment period from 9am to 5 pm weekdays. All queries to the helpdesk will be logged.

TYPES OF QUERIES THE EXAMINATION HELPLINE CAN ASSIST:

Query on alternative assessment or examination paper

1. Student details and query will be recorded on Examinations Helpline Query Log
2. Queries will be directed to the School Offices who may liaise with the lecturer if appropriate
3. If it is not possible to deal with the query the query log is provided to the lecturer and/or examination board for consideration.
4. School Office will inform Examinations Office of query outcome.
5. The Examinations Office will respond to the student with the outcome.
6. Extra time may be considered by the Examinations Office, in consultation with AASAM, where a delay occurs outside of the student's control.
7. If an assessment query results in a change to an assessment, and where possible, the query should be posted and answered by the lecturer in the Moodle VLE so that all students in a class group can see them.
8. The Examinations Office will retain a log of all queries and outcomes

Issue with IT Access - Moodle, Paper download, Paper Submission etc.

1. Student details and query will be recorded on Examinations Helpline Query Log
2. Registration status checked on Student Record System.
3. query logged with the IT helpdesk through their helpline for Examinations Staff or helpdesk@dkit.ie
4. Students contact details will be provided to IT Staff for follow-up.
5. The Examinations Office will retain a log of all queries and outcomes

Student Query - illness, student wishing to defer, missed deadline for submission, missed alternative assessment etc,

1. Student details and query recorded and support provided – e.g student may need to be directed to Head of Department, School Office or Health Unit, etc.
2. Student advised if follow up is required on their behalf e.g. medical certificates to the School Office, or deferral form
3. The relevant school office will be informed of the query.
4. The Examinations Office will retain a log of all queries.