



Guidelines for Online Examinations (Students)

Introduction

As a result of the continuing surge in Covid infections and considering the latest public health information, DkIT have made the decision to move the January 2022 examinations online.

The following guidelines relate to students undertaking examinations online/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.*
- *Assessment and Standards Policy.*
- *Examination and Assessment Policy and Procedure.*
- *Assessment and Learning Policy.*

Examinations Helpline

The examinations office will operate a helpline to deal with queries for students taking timetabled online examinations (Appendix 1).

Guidelines

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

1. Online examinations will be facilitated via the Moodle Virtual Learning Environment (VLE).
2. Students will only be permitted to take examinations for modules they are registered for. Students who are not registered will not be able to submit their examination on 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 examination, 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 examination. Students must also ensure that they have access to a reliable internet connection. Appendix 2 provides guidelines in setting up a low distraction venue for examinations.

4. Students should download their examination (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 examination queries should be directed to the Examinations Freephone Number (see Appendix 1 or emailed to exams@dkit.ie). The Examinations Office will liaise with the School Offices and ensure students receive a response to any query raised. Where the query results in a change to an examination paper 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 examination.
7. Once the examination is completed, it should be uploaded to the Moodle VLE by the due date and time as instructed. Students must adhere to the requirements as provided by their lecturer (s) on each examination submission (e.g. student number, name, examination title, cover sheet or equivalent). By doing so they are confirming that all requirements for the examination are met.
8. Once the examination has been submitted, it will be considered complete.
9. All students, including those registered as Repeat or Deferred, will be provided with one opportunity to take the final examination within the current examination session. Students will only have an opportunity to take a repeat or deferred examination, if required, at the next available examination session (Autumn 2022).

Online Examination Behaviour

1. For all forms of assessment, DkIT expect the highest standards of integrity from students, whether they undertake their assessments as online examinations, 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 examination, they should contact the *Examinations* Freephone Helpline (see Appendix 1) or email exams@dkit.ie.
5. Failure to adhere to the Guidelines for Online Examinations (Students), whether discovered during the examination 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 online examinations once they commence the examination.

Deferrals

The option of deferral is available to students who are unable to complete their examination(s) including grounds related to the COVID-19 pandemic. The deferral form can be found using the following link.

<https://www.dkit.ie/assets/uploads/documents/Policies-and-Guidelines/Academic-Policies/Student-Centred-Learning-Teaching-and-Assessment/Application-Form-for-Deferral-of-Assessments-plus-COVID-Emergency.docx>

Appendix 1

STUDENT QUERIES DURING TIMETABLED ONLINE EXAMINATIONS

The examinations office will operate a helpline to deal with all queries for students taking timetabled online examinations.

A Freephone Telephone number will be published for all students prior to the commencement of the timetabled online examinations period and students can also email exams@dkit.ie with queries. Examinations Staff members will operate a helpline throughout the timetabled online examination period from 9am to 5pm weekdays. All queries to the helpline will be logged.

TYPES OF QUERIES THE EXAMINATION HELPLINE CAN ASSIST:

Query on 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 query results in a change to an examination, 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 online examination 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.

Appendix 2

LOW DISTRACTION VENUE GUIDELINES

Here are some useful tips on establishing a low distraction study/exam venue at home:

- Set up the study/exam room well in advance of the assessment starting.
- Try to have a practice run before the date of actual assessment.
- Remove as much clutter from the desk area as possible. All unnecessary materials should be placed outside the room for the duration of the examination.
- Set up lighting to your preference, by locating near a window if you prefer natural light, or setting up in a dark space with lamp lighting. • Desks should be placed facing blank walls where possible.
- Talk to housemates/family in advance of your examination, to reduce distractions during this period as much as possible.
- If possible, use a room away from the kitchen and common seating areas.
- Earplugs can be purchased from most pharmacies, or low-level white noise on YouTube or Spotify may be effective if in a noisy environment.
- Movement breaks including squats, wall push-ups or planks can help modulate the sensory environment during your exams