



ICHAS

Section 7– Policies and Procedures on Teaching, Learning & Assessment

Subject: Procedures associated with Remotely Proctored Examinations

Date Approved by Academic Council: August 2021

Policy Version	1/2021	Date due for Revision	February 2024
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Parent Policy	Policy on Assessment of Learners
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INTRODUCTION

This procedure is guided by the broader policy context on assessment but refers specifically to Remotely Proctored Examinations.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Registrar	Has responsibility for the administration of the examination process
Invigilators	Are responsible for monitoring online examinations at a ratio of 1:6. Will assure the identity of the student and take attendance. The invigilator is required to secure the location where the examination is occurring prior to the commencement time
Technical Support team	To support both the invigilator and the learner in relation to technical difficulties.
Learner	Will be aware of the date, time of the Examinations. Will ensure system requirements are adhered to. Will ensure a secure location to complete the examination (learners will be require to scan the room using their cameras) Be familiar with all information relevant to examinations. Adhere to examination and assessment regulations. Ensure all examination and programme fees are paid in advance of examination session.

Vice President (Academic Affairs)	To Oversee the examination process

System Requirements

Candidates are required to have the following system setup:

- Laptop/PC with recommended minimum specification Intel Core i3 (or equivalent) and 4GB RAM) unattached from a docking station or any LAN.
- Operating System Windows 8.1 or higher | MacOS 10.13 or higher
- A working detachable webcam
- Audio Hardware: Working speakers and microphone required, wired headphone and microphone allowed.
- Minimum screen resolution 1024 x 768
- No dual-monitor configurations are permitted for testing.
- Web Browser: Current version of Google Chrome
- Continuous Internet Connection Speed 1 mbps or greater

Candidates without the above system capacity are required to attend one of the remote locations organised by the College.

Pre-Examination Process

- Assessments should be designed with due regard to MIMLOs as per the Programme Validation Document
- To avoid potential ambiguity, academic staff must ensure that their assessments are checked for accuracy of content, spelling, punctuation, presentation and scoring prior to the delivery of the assessment to students.
- Examination duration periods will be set to allow for lower average typing speeds (e.g. of 20 wpm or 2000 words in 1 Hour and Forty Minutes).
- The design of objective tests comprising multiple choice or multiple response questions should account for the following:
 - A sufficient quantity and quality of distracters are used.
 - Negatively worded questions should be avoided.
 - Negative marking may be used but is not essential.
 - Assessments should be checked for accuracy of content, spelling and punctuation.
 - Peer review of new questions is recommended.
- A finalised (approved) version of the examination/class test must be ready 15 working days before the date of the examination.
- Candidates will be issued with details on the test date and time at least 8 weeks before the scheduled examination outlining the necessary instructions for online examinations.
- All Candidates sitting the examination will be required to attend online on the designated day.
- Candidates are required to attend or access the online “test tutorial” on the appropriate examination format.
- Candidates must arrange a suitable space as an assessment environment, free from noise or distraction.

Online Examination Procedure

- Candidates are required to log in a half hour before the scheduled examination start time.
- No other person should be in the candidate's room during the examination unless otherwise agreed in advance of the examination.
- Invigilator to Candidate Ratio will be 1:6 and the invigilator will monitor online activity in the same way as would occur in an Invigilated Examination Hall (see: <https://ichas.ie/wp-content/uploads/2021/05/Procedures-associated-with-Examinations.pdf>).
- Candidates are required to present formal ID on request by the assigned invigilator.
- One Invigilator will be assigned to record attendance at the examination.
- Candidates have to comply with all directions from the invigilators and educational technologist on the day of exam.
- The invigilator is required to secure the location where the examination is occurring prior to the commencement time.
- Using their camera, candidates will therefore be required to pan the room and the desk area where the computer is located.
- Candidates will be required to stay within the test screen area during the examination, unless otherwise permitted by the invigilator.
- In the case of unseen examinations, candidates will be required have to no object/book/device on the desk except the laptop or PC/Mac
- The examination will be conducted via the LMS, you will therefore be required to log in to your account by the invigilator.
- Secure browser software will be used for the presentation of high-stakes assessments; therefore, once the examination begins, the browser is locked to prevent access to the internet and any other applications on the PC/Laptop/Mac during the test.
- Candidates are asked to refrain from any actions which generate unnecessary noise and distractions and will be required to have their microphone off/muted other than to communicate with the invigilator.
- In order not to distract other candidates, all communication with the Invigilator after the examination begins will be by means of text-based "chat" facility.
- Because the test environment must be scanned before the examination commences, it is not possible to gain admittance to the online exam after the start time.
- Other than to communicate with College staff on an issue pertaining to the assessment, the use of mobile phones or any other devices than those required to do the examination is strictly prohibited during the examination period.
- The invigilator will call the time at various intervals during the exam and when the exam is over.
- Candidates should inform the invigilator immediately if they perceive a difficulty with the procedure of the examination. The invigilator will immediately notify the appropriate Faculty member.
- Candidates may log off from the exam once the first 30 minutes have elapsed but will not be allowed to log back in thereafter.
- The Invigilators will check and confirm that the number of candidates corresponds with the number of files uploaded to the appropriate location. Should any discrepancy occur in this calculation, the Office of the Registrar must be contacted.

Procedures associated with Technical Issues

- In the event of system failure prior to or during an examination affecting the candidate's ability to participate in the assessment, the invigilator will immediately inform the Technical Support team.
- The invigilator is required to record any time lapse once a technical issue is reported by a candidate.
- While it is rare for connection to terminate completely, fluctuations can occur. If a disconnection is experienced during the examination, the student should be accommodated or supported in re-establishing the connection by an appropriately qualified staff member.
- If re-connection does not occur, in the case of power outage or the issue is not resolved within 20 minutes, an alternative examination will be rescheduled without penalty to the student.
- In the event of a temporary disruption, the student should be given the full examination time limit if forced to restart or an extension to the stated time limit to cover the period of disconnection/disruption.
- Any such issues must be reported to and confirmed by (where practicable or possible) the Technical Support team.

Grievance and Review

- In the event of any examination irregularity or grievance relating to an online assessment involving online assessment, the Registrar must be informed whereafter the existing relevant Policies and Procedures on Assessment remediation or review will apply.
- Electronic logs of assessment can inform an enquiry into any online assessment and should therefore be retained for a minimum of 90 days after any medium or high stakes assessment or past the date set for submission to the Review Board agreed by the Examination Board.
- Software or any electronic tools used for online assessment must permit the review of individual question answers and must permit assessor re-marking of any automated questions.

Breaches of Examination Regulations

It is a disciplinary offence and a breach of examination regulations for a candidate to:

- Have or attempt to gain access to unauthorised items, texts or technologies during the examination or attempt to gain access to any unauthorised data (including but not restricted to internet, storage devices (s) in any format or Local Area Networks/Intranet)
- Make use of unauthorised items or texts during the examination in hardcopy or digital formats
- Receive help from another person during the examination.
- Act dishonestly in any way (whether before, during or after an examination) to obtain or confer an unfair advantage to themselves or another candidate.
- Be disruptive to the proper conduct of the examination for other examinees.

Procedure for dealing with Breaches of Examination Regulations

This procedure is linked to the Policy on Academic Integrity and the Procedure pertaining to Academic Misconduct

- The Invigilator is tasked with ensuring no improper conduct occurs during the examination.

- The invigilator may at any point request to communicate with a candidate online should they feel any breach or possible breach of the regulations is occurring or has occurred.
- The invigilator can request the removal of any unauthorised material.
- The invigilator may request the candidate to recommence once this material has been removed.
- The invigilator has to seek an explanation from the candidate at the end of the examination and submit a report including the Candidate's response to the Registrar.
- The invigilator can ask a candidate to withdraw from the examination should they deem their behaviour inappropriate or disruptive to other candidates.
- The candidate must be advised that a report will be made to the Registrar and recorded in the Examinations Incident File.
- A candidate who has been given a verbal warning by the Invigilator that a report will be made to the Registrar may submit a written statement, before the matter is considered by the Programme Director and the Registrar who will invite the candidate to a meeting to discuss the matter as per the Procedures pertaining on Academic Misconduct.

Linked Policies and Procedures

Linked Policies	Policy on Teaching & Learning Policy on Assessment of Learners Policy on Marking, Grading and Certification in Assessment Policy on Mitigating/ Extenuating Circumstances Policy on Reasonable Accommodation Policy on Appeals Policy on Breached of Academic Integrity
Linked Procedures	Procedures associated with Teaching & Learning Procedures associated with Marking, Grading and Certification in Assessment Procedures Associated with breaches of Academic Integrity Procedures associated with Mitigating/ Extenuating Circumstances Procedures associated with Reasonable Accommodation Procedures associated with appeals