

**Protocols for Online Assessments**

January / February 2021

Dear Students

You will receive an email with a link to an MS Teams session for each of your assessments from your lecturer. This will be sent to your student email address. The university is keenly aware of the additional stress that technology introduces to assessments, especially in the remote context. To reduce any anxiety and to minimise technical challenges during the actual exam it is critical that you prepare properly and that you familiarise yourself with the information below.

## NB:

**On the day before each exam** you will be required to login to MS Teams for a pre-assessment session. The time of the pre-assessment session will be communicated to you by your lecturer. During this session you will test your connectivity and scanning apps and your lecturer will explain procedures that will apply in the examination. **Attending the pre-assessment session is critical** preparation for the examination and bringing challenges you might have to the attention of the lecturer.

The examination will be conducted using a 3-Stage approach:

1. **Start-up period** (*Lecturer must input the duration here e.g. 45 minutes*)
	* This period must be used to Sign the declaration, print all the required examination documents (if required), log into the MS Teams session, and verify your particulars.
	* Examination documents will be locked with a password and will be emailed to you and these same documents will be available in under the Files tab in the Team’s General channel.
2. **Assessment** (*Lecturer must input the duration here e.g. 90 minutes*)
	* This period is allocated for completing the examination.
	* 5 minutes before the examination commences you will be required to show your student card, face and hands to the camera.
3. **Close-out** (*Lecturer must input the duration here e.g. 90 minutes*)
	* Once the examination period has lapsed, this time must be used to scan all the relevant documents and submit via e-mail to your respective lecturer using the designated apps. The submission must be in a PDF format.
	* It is your responsibility to ensure that you submit your work on time. A penalty of -5% will be deducted from your final mark for every 5 minutes that your submission is late.

Please note that it is your responsibility to ensure that you secure the following *before* the day of your examination:

* A secure internet connection.
* A device that can be used to download and submit your examination documents via email.
* A Printer (If you do not own a printer, ensure that you have access to an internet café within a 20-minute radius. Otherwise, you will have to resort to using the university’s printing facilities.) *(This bullet point can be deleted by lecturers if it does not apply to your assessment)*
* A device to scan all the required examination documents. You may use a smartphone that has a rear camera using the app listed in the checklist below.
* A device with a camera that may be used to monitor your activity via MS Teams