Guidelines for remote assessment

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Legal Base and Resources

The legal basis of this document is the amended Law of 27 June 2018 on the organisation of the University of Luxembourg, and the Study Regulations. These guidelines are drafted in English and any translation of legal provision does not constitute an official translation of the applicable law which is only in French.

The current guidelines serve as guidance for remote assessment taking place at the University during the current semester. They are made in the light of the general assessment rules that remain applicable irrespective of the current COVID-19 situation. More information on teaching and exams can be found online as Frequently Asked Questions.

Memos issued by the Office of the Vice-Rector of Academic Affairs aim at providing more flexibility to current rules in order to adapt to this exceptional situation and facilitate the student learning experience. Please consult the following memos:

I. Student assessment summer semester 2020 – 2021, detailing the modality and process of student assessment in the context of the COVID-19 situation of the summer semester 2020 - 2021.

Additional support on remote teaching is provided by the University and fed regularly here.

Several other documents provide useful resources for the remote exam period. Please consult the following files:

- The privacy notice for data protection for remote exams in the context of the current Covid-19 outbreak. It details the data protection mechanisms at our University during the current semester as per EU's General Data Protection Regulations (GDPR).

- the University's Disciplinary Procedure in Cases of Fraud and Plagiarism that is to be employed and followed in case of suspicion of misconduct.

Assessment rules

Information on assessment modalities and supervision

Course sessions of the summer semester 2020-2021 take place in the period of 15 February – 29 May 2021. The exam period of the summer semester takes place during 7 June – 3 July 2021. The period between 4 July and 3 September 2021 can be exceptionally used for exams that were delayed by technical problems.

> *According to the University Law, Art 35 (1), all courses that count towards a Bachelor or Master degree are subject to assessment that leads to a grade.*
>
> *According to the University Study Regulations in Art 32 & 38: the Course Coordinator is responsible for the organisation, definition of assessment modalities, proper execution and <u>supervision of examinations</u> pertaining to the course(s) for which she/he is responsible. For each course, students receive information about the dates, times and modalities related to the course evaluations at least four (4) weeks before the evaluation takes place or a homework is due to be submitted, and <u>any changes to this information as soon as possible</u>.*

Legal implication – The University Study Regulations do not prevent the organization of remote assessment. Course Coordinators must inform students as soon as possible before the examination on assessment modalities, personal data processing, rules to comply, and items permitted (see below).

Methods of assessment

The default setting of summer exams is the **remote** format. A very limited number of in-person assessments will be accepted for those study programs and courses whose exams require an explicit physical presence and interaction. All exceptions to remote examination require the consent from the Vice-rector for academic affairs (VRA).

The remote **exam modality** must aim for efficiency and flexibility such as having an open-book non-invigilated exam (i.e. essays, literature reviews, research papers, lab or project reports, and portfolios, etc.) that students can complete in a given number of hours.

Written exams via Moodle (test/quiz), and remote oral assessments (oral exam or student presentation) are also viable options of examination. More information on tools and guidelines on how to organise and conduct remote written assessments in Moodle can be found here.

WebEx is the only tool allowed in the process of remote student assessment of the current semester. For a video tutorial on how to organise and conduct an oral assessment in Webex please see here.

Items permitted - the Course Coordinator defines the method of remote assessment (see above) and the list of items permitted for students to use during the remote examination. Examinees are not allowed to use any item not included on this list without the explicit permission of the Course Coordinator.

The assessment modalities include:

- **End-of-course assessment** - in case the assessment takes place or is to be submitted *exclusively after the last course session*, that is, during the examination period or, for block courses finishing at least 6 weeks before the end of the semester, after the last course session during the semester.
- **Continuous assessment** - in case the assessment takes place at one or several moments or continuously during the regular course period/as part of regular course sessions.
- **Combined assessment** - in case the assessment combines end-of-course and continuous assessment elements.

Sound/video recording

The remote exams must aim for flexibility and efficiency in their modality of assessment (see previous section). In those cases when the remote oral and written evaluations need to be subject to sound/video recording, it needs to occur under the condition that the student is informed in advance and that the process is secured. Please consult the data protection notice on the privacy assurance mechanisms in place for the period of remote assessment and on-site exams of the current semester.

The Course Coordinator will inform students that all information recorded during the remote assessments will be treated confidentially and will be used exclusively in the following cases:

- To support examiners in evaluating and grading the assessment task,
- In the event of an appeal,
- To prevent and detect fraud and plagiarism.

The recording must not be copied or replayed except in the situations mentioned above.

Responsibility for recordings – The Course Coordinator is responsible for arranging the recording. Only WebEx can be used for the recording. Participants are not allowed to use their own devices (e.g. personal phones). At the beginning of the assessment, the Course Coordinator or a designated person records the names of the examinee and of examiners, the title of the course to which the exam belongs, and the date of the examination.

Please see the University's tutorial on How to record with Webex.

Storage of recordings – If the recording is done via Webex as shown in the tutorial at the link above, the recording will be stored in the Webex Cloud of the teacher and therefore only accessible by the Course Coordinator. The Course Coordinator ensures that recordings (audio or video files) remain stored until the appeals process in case of fraud or attempt of fraud has been completed, if applicable. Once the appeal process is closed (if applicable), files will be destroyed.

Exam period

The exam period of the summer semester is between 7 June and 3 July 2021. The exam schedules must be announced to students at least one (1) month in advance. The timetable and dates will be sent to Course Coordinators by the Study Programme Director or the Study Programme Administrator.

Retake exams

As per the general assessment rules of the University, students who have previously participated at the assessments of a course can retake the respective assessments if:

- they failed to validate the course, either because they received a grade of less than ten (10) and no compensation of grades between courses of the module is foreseen or because they received a grade of five (5) or less;
- they validated the course and communicated within twenty one (21) days of receiving notification of their grade their intention to retake the assessment(s).

The assessment tasks need to be equivalent to those applied in the first trial. Assessment tasks can, however, be replaced where the provision of the original task can be considered unreasonable (e.g. a written multiple-choice exam through an oral exam, where only a small number of students retake the exam).

If assessments tasks that were originally applied cannot be replicated in the remote format, the retake assessment may be replaced by an equivalent remote task that matches as close as possible the expected objectives and quality of the original assignment.

Where students retaking a course or assessment have successfully completed and passed a part of the original assessment modalities, the Course Coordinator may accept these assessment elements as validated and offer only a partial retake for the remaining assessment tasks.

> Important: For some students, a retake in the summer semester 2020 - 2021 may be the fourth and hence last possible attempt to pass the exam and complete the respective course. It is advisable that Study Programme Directors notify the students concerned in advance of the examination.

Absence

As per the general assessment rules of the University, in the event that a student is absent from a remote oral or written exam for which she/he is registered, the responsible invigilator marks the student as "absent" on the attendance list.

The absence from a remote exam is justified if the student presents to the Course Coordinator, within a delay of three (3) working days after the day of the exam, a medical certificate attesting that she/he has suffered from an illness effectively preventing her or him from attending the remote exam. All

other justifications need to be submitted with adequate evidence to the Study Programme Director, who recommends the approval or rejection of the excuse to the Board of Examiners[1], that decides.

In the case of a justified absence, the exam is marked as "justified absence" ('*absence justifiée*') on the student's transcript. Otherwise, it is considered as "unjustified absence".

In the case when the remote written exam is not taken place due to circumstances beyond one's control (e.g teacher falling ill, server crash, Webex not working, etc.) the students will be given a justified absence from the exam.

A problem of connectivity or video for the entire duration of a remote exam as well as the absence of proper equipment (laptop, desktop, other) can not be considered as a "justified absence", unless it was mentioned as such and known to the course coordinator well in advance of the start of the remote exam.

A student whose absence was justified can be offered a replacement remote exam during the current semester. This is however the decision of the Course Coordinator to offer or not this possibility. The content and scope of the replacement exam must correspond to the original exam. The exam may be offered in a different format.

Fraud

All aspects of Fraud mentioned in the general assessment rules of the University apply for the remote exam period of the current semester.

Please also consult the University's Disciplinary Procedure in Cases of Fraud and Plagiarism for information on the forms, process and mechanisms to report and pursue suspect cases.

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[1] Refer to article 36, paragraph 4, of the Law for more information on the Board of Examiners duties.

Technical support

The following technical guidance programme regarding remote assessment has been developed by the University.

- **Tutorials for teachers** – Various video tutorials and guidelines have been developed to support the teacher in the organisation of remote exams. Materials are available on remote.uni.lu/teach-remotely.

  For example:

  - How to Organise an Oral Interview with your Personal Room
  - How to Record with Webex
  - How to Teach Remotely using Webex & Moodle

- **Resources for students** – Various tutorials and resources have been developed to support the students in taking remote exams. Materials are available on remote.uni.lu/study-remotely.

  For example:

  - A step-by-step guide to prepare for remote exams (e.g. *"Test your Internet Connection"*, *"Test your Microphone and Webcam"*, *"Test if you can log in to Moodle"*, *"Take the Dummy Quiz for Training"*, etc.)

  - Tutorials to solve IT issues during the remote exam:
    - How do I scan documents with my device?
    - How to use my phone as a mobile hotspot in case my Internet connection goes down?

- **Technical support during the online exams:**

  - A **one-pager "What to Do in Case of Technical Issues"** is available for teachers and students on remote.uni.lu and Teacher's/Student's Corner on Moodle.

    The one-pager includes:
    - Quick tips for the teacher/student to solve technical issues during the exam
    - Contact details of Technical Support in case the issue persists.

      Note: The IT support (via **+352 46 66 99 11** for teachers, **+352 46 66 60 99** for students) will be available for support during online exams.

Make sure to consult remote.uni.lu and Moodle Teacher's Corner on a regular basis to find all info concerning technical advises.

Administrative assistance

The Study Programme Administrator organises the planning of remote exams. The Study Programme Director indicates days and time slots for the remote assessments within the programme.

All remote assessments will be organised in line with the provided planning by the Course Coordinator or the Study Programme Administrator, who will contact the students and organise individual time slots.

The course coordinator is also responsible to inform students of all details linked to the remote assessemnt (type of exam, allowed resources and tools, video recording, data processing, and similar) as soon as possible before the examination takes place.