

Decision remote assessment Board of Examiners CEG November 2020

The Board of Examiners is the legal body responsible for overseeing the quality of assessment thus guaranteeing the quality of the CEG diploma. In addition, the Board of Examiners has to approve in advance online proctoring and exam forms that differ from those mentioned in the Study Guide.

Options

A. *Remote written open-book exam*

The Board of Examiners considers an exam an open book exam when students are allowed to access textbooks, notes and other resources, such as the Internet. Online proctoring is not allowed.

B. *Remote written closed-book exam*

A closed book exam is an exam whereby students are not allowed to access or use notes, books or other resources like the Internet. A closed book exam, that always needs to be proctored online, is only permitted after explicit permission of the Board of Examiners.

C. *Oral exams*

Please note that orals must be taken with two examiners (or one examiner + recording, e.g. in Skype for Business).¹ The BoE gives permission to deviate from the rule that oral exams have to be public.

D. *One or more (off campus) assignments*

Please note that these assignments, as well as all other reports of all exams and graded (final) assignments that count towards a final grade, need to be checked for plagiarism (article 7c Rules and Guidelines of the Board of Examiners (R&G)).

E. *On-campus exam*

Please take note of the CEG requirements for this.

The type of exam needs to be included in the Study Guide under the responsibility of the Director of Studies. ESA CEG is checking every quarter whether changes need to be made.

Please note that the archiving periods need to be observed, both for on campus and off campus exams.

General conditions

When using online assessment, the relevant conditions as laid down in article 11 and 12 R&G have to be observed:

- The learning objectives of the course can be adequately assessed;
- All reasonable precautions against fraud are taken;
- Students with disabilities who are entitled to extra time do get extra time and are not disadvantaged compared to the other students.

Online proctoring always needs to be approved in advance by the Board of Examiners. The following conditions have to be observed:

- No other alternatives for online proctoring are (readily) available;
- The learning objectives of the course can be adequately assessed;
- All reasonable precautions against fraud are taken. Since online proctoring is not full-proof, examiners should not rely exclusively on online proctoring to prevent fraud;
- If under the circumstances online proctoring is very disadvantageous to an individual student or even impossible, an alternative for that student is offered;
- Students with disabilities who are entitled to extra time do get extra time and are not disadvantageous compared to the other students;
- The '[TU Delft Online Proctored Examination Regulation](#)' is observed.

The examiner is responsible for coordinating the deviations as allowed by the Board of Examiners with the Director of Studies and track coordinators.

Pass / fail

Should the alternative exam form be less accurate than the regular assessment, but the examiner is still able to distinguish between a pass and a fail, it is allowed to grade as pass or fail. The rules on assessment as laid down in article 14 of the Rules and Regulations of the Board of Examiners should be observed.

Fraud Should the examiner suspect that fraud has been committed, students will not be contact but the Board of Examiners will be informed immediately who will investigate and, if applicable, impose sanctions.