Dear colleagues

As you may be aware, Semester One examinations will be replaced with a Final Assessment that will be open to students for 24 hours and will be held during the Examinations period. This document provides some initial guidance to assist in the development and undertaking of Final Assessments. A provisional schedule of Final Assessment dates has been created (see below), which looks considerably different to our standard exam timetable. Detailed information regarding the creation and delivery of Final Assessments will be provided in due course, along with information for students.

**Key ideas**

- Exams will be replaced by Final Assessments, which will be available online to students for no more and no less than 24 hours. All components or sections of the Assessment must be available for the full 24-hour period.
- Final Assessments will be equivalent in scope to Exams and designed as a summative assessment that is designed to be completed in the same time period (typically 2 or 3 hours), with the usual teaching processes to prepare students.
- Final Assessments will be timetabled for a specific day and will be made available to students for a 24-hour period commencing at 1pm NZST. Some students will be in different time zones, and others will be in situations where they require flexibility to successfully engage with this assessment.
- Further consideration is still to be given regarding the number of attempts or submissions that might be allowed.

**Design of the Final Assessment**

- Academic Units are encouraged to consider the consistency of the approach within disciplines (eg. Open book, restricted resources, etc)
- The design of the assessment should be such that well-prepared students could complete it in the time allocated for a final exam under usual conditions
- Word limits should be applied within Canvas for discursive or essay-type responses.
- Question types should reflect the format and conditions of the assessment. Content recall questions should be minimised.
- Oral assessments may be used in some cases but must be approved by Academic Heads or delegates.
- Given the online format, if it provides greater clarity for students, consideration should be given to designing shorter tasks, with the assessment divided into designated sections.
- Templates and exemplars will be developed to inform staff about the design requirements and options.

**Approval process**

- Academic Heads or delegates will approve the Final Assessment content and design, and that an appropriate time allocation has been made for the required tasks.
- The Final Assessments will be checked by the Exams Office for basic editing, formatting errors and the clarity of the instructions.

**Student Experience**

- Student preparation for the process should be a priority and the University will seek to provide opportunities for students to test and practice using the software functionalities to be used in Final Assessments. It is recognised that online testing can cause anxiety and students will have varying conditions (spaces, hardware and internet access) to complete the assessment.
- Students must be advised of the nature of the assessment (open book, restricted book, closed book)
- Students must be warned about academic integrity, including the importance of accurate referencing, and the consequences of cheating. Turnitin will be used wherever possible. A University statement will be made available to include in Final Assessments.
- Students are used to having a library of previous exams to review. They should be notified if the design of the Final Assessment has been modified significantly for online conditions from previous examinations—and if possible, they should have an unmarked practice assessment in the appropriate format.
- Processes will be developed for students to report technology issues and for incidents to be investigated.
• The usual accommodations need to be coordinated for students with special conditions.
• Canvas support is available 24/7 to staff and students.

**Technology**

• The core tools for administering the assessments will be Canvas Quizzes and Assignments. The use of Assignments will allow students to download materials and work offline before submitting their work, as well as submitting the work through Turnitin.
• The use of additional software must be approved by the Faculty and will be restricted to tools which have an institutional license and where support can be provided.

**Marking and Scripts**

• Marking will be completed online with the typical requirements for exams (no annotated feedback), with a numerical approach for marks. The standard grading scheme must be utilised.
• Marks will be released for the assessment and in most cases the scripts will be returned to students through the Canvas marking tools.
• Opportunities will be provided for staff to test the online marking tools and processes
• Potential academic misconduct in final assessments should be identified by markers and reported to Examiners/Course Directors. A process for misconduct will be confirmed in due course, including how we utilise and respond to Turnitin checks.
• No decisions about potential misconduct will be made until after the 24-hour assessment period. In some circumstances where misconduct is confirmed, an alternative assessment will be utilised.
• A letter grade for the course will be submitted as usual.
• Students who are eligible to apply for a Pass-Fail grade will have a defined time period in which to request that option after final grades have been released.

**Staff requirement**

• Course staff will be available to the Exams Office via phone or email for the first hour and the last hour of the 24-hour assessment. Teaching staff may be required to communicate with students via email or announcements in Canvas, should there be errors or any modifications required with the assessment.

**Provisional Timetable**

A few key points to note:
• As a result of the 24-hour window provision there is no morning, afternoon or evening assessments, only the day the students will sit their assessment. The 24-hour window will commence at 1pm NZST.
• These dates have been proposed with consideration of the student workload. The provisional timetable is now available for review [here](#). Please note that it is a spreadsheet, rather than a PDF document.
• If you are not planning to deliver a final assessment during the examination period, no further action is required. This is the only opportunity to review the timetable for any errors or omissions. Please advise us of any required corrections by sending an email to timetable@auckland.ac.nz by COB [Friday 24th April](#).

Please note that the timetable is **embargoed at this stage**. Please do not release any dates to students. Once confirmed, the timetable will be made available to students via the UoA website and CANVAS.

Any requests to sit assessments out of time must be referred to the Examinations Office ([see here for criteria](#)). Students should not be booking holidays until the timetable is official and they know the last day of their assessment.

Regards
John Morrow

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