GUIDELINES FOR STAFF

Delivery of tests until 21 September

Purpose

To provide guidance for staff on how scheduled formal tests (i.e., tests that would normally have been delivered under examination conditions on campus) should be delivered until 21st September 2020.

Background

The Vice-Chancellor has announced (19 August 2020) that the University will remain in online learning and teaching mode until 21 September.

The decision of the University’s Strategic Response Team (21 August 2020) is that University tests will also be conducted online until 21 September.

Guidelines

General

1. Tests scheduled for delivery up to and including 20 September will be conducted online.¹ These tests should be non-invigilated, time-limited and designed to test higher-order thinking. The University is no longer recommending the use of 24-hour test windows.

   Note: as per previous policy statements on online tests, test marks may not be reallocated to the final examination as a solution for the absence of secure assessment.

2. Course Directors should advise students as soon as possible about the arrangements for upcoming tests.

3. Where practicable, consideration should be given to modifying tests to ensure they are appropriate for non-invigilated delivery. Students must be able to complete the set tasks in the time available. Feedback suggests that online tests often take longer than written tests, so consideration should be given to extending the time allowed for the test, where appropriate.

4. The University will seek to make bookable space available on multiple campuses for students who need a suitable study space to complete an online test. This process will be managed centrally and in accordance with Government guidelines. Further details will be provided.

¹ Special exceptions may apply for some tests in programmes where accreditation or registration requirements require invigilated assessment to be undertaken. Tests scheduled for delivery on Tai Tokerau Campus may be delivered on campus.
Delivery and timing

5. The date/start times and weighting of these tests should be as previously stated and scheduled. Timing issues may be addressed on an exception basis, including the use of rolling start windows but only where necessary. The settings for Canvas Quiz availability or Canvas Assignment availability is outlined in the Remote Learning website.

Notes:

- as per previous policy statements a post-deadline window of 15 minutes must be available for students sitting online tests to allow for technical difficulties. Tests submitted after the deadline are late submissions and will be managed by the Course Director (or Faculty in the case of Law) on a case-by-case basis under the usual processes.
- as per previous policy statements extra time must be added for students with approved special conditions sitting time-limited tests of 30 minutes or longer.

6. Most tests are scheduled after 1pm and this will allow for differences with time zones in Asia where many offshore students are situated. Course Directors may arrange special test timings for individuals or small groups on an exception's basis, where warranted.

Support

7. Provision will be made through the University Call Centre for students requiring technical support while undertaking an online test.

- Staff and students can contact the Canvas Support (available 24 hours, 7 days a week). Staff can live Chat with Canvas Support.
- For queries related to Lecture Recordings, contact the Learning & Teaching Team (available business hours). Email: canvashelp@auckland.ac.nz
- If students in your classes have questions relating to their course and learning, they can contact the course director through Canvas.
- For all other inquiries visit Ask Auckland.

Aegrotat and compassionate consideration

8. Revised aegrotat and compassionate consideration processes allow online consultation with University Health and Counselling Services to obtain evidence of impairment.

9. Students approved for an aegrotat or compassionate consideration for a test may be permitted (at the discretion of an Academic Head) to:

- Sit another written test.
- Receive a mark for the test based on the average of marks awarded for other coursework.
- Take a viva voce examination.
- Have the percentage of marks allocated to the test reallocated to the examination.

Academic integrity and misconduct processes

10. Students sitting online tests must be advised about the importance of academic integrity and the University’s approach to academic misconduct, including the identification of students
who dishonestly use external online resources during tests. An academic honesty declaration is available to incorporate into your assessments.

**Equity considerations**

11. Any required changes to teaching delivery and assessments must adhere to inclusive design principles to avoid creating additional barriers to learning and teaching. Teaching staff should refer to the following resources to support inclusive course design:

https://canvas.auckland.ac.nz/courses/32925  
https://remotelearning.auckland.ac.nz/course-content/accessibility/

It is important to consider the support needs of students with disabilities in any changes to teaching delivery and assessments.

12. Any changes must align with the University’s Inclusive Learning and Teaching of Students with Impairments Guidelines and avoid creating additional barriers to learning for students with disabilities. These Guidelines allow for choice in assignment topics and formats where appropriate to provide different but equivalent assessment options.

The University offers a range of support to students with disabilities to enable them to participate in teaching and to be assessed fairly. Teaching staff should work with Student Disability Services and the Examinations Office to enable:

- Special conditions in written tests and examinations.
- Approved special conditions for students with disabilities sitting tests and exams (approved special conditions will apply to any timed assessment of 30 minutes or longer, including if a student requires support such as a reader or writer).
- Adjustments to online assessments to meet student support needs (e.g., extra time, enlarged fonts, colour contrast changes, text to speech, spell check).
- Notetaking support in lectures. Teaching staff are to provide Canvas ‘Observer’ access to note-takers and/or permanent staff in Student Disability Services who are assisting with notetaking.
- Alternative assessment options.
- Access plans for students.

**Further information and guidance**

Guidance and support for assessment design, academic integrity and online delivery is available through the Remote Learning website: https://remotelearning.auckland.ac.nz/.

Remote Learning Support site for students: www.auckland.ac.nz/en/students/student-support/remote-learning-support.html

The Staff Intranet has collated all Communications sent to all staff and all students.