

## **FNU ONLINE ASSESSMENT POLICY**

### **1.0 PURPOSE**

This policy aims to achieve coordinated and consistent online assessment practices across FNU.

### **2.0 SCOPE**

This policy applies to all online assessments for the University's award programmes. All definitions provided in the University Academic and Student Regulations (USAR) shall apply to this policy.

### **3.0 Enforcement**

**3.1** The policy will be enforced from the date it is approved in Senate till February, 2022.

### **4.0 REFERENCES AND APPLICABLE DOCUMENTS**

- 4.1.** UASR
- 4.2.** Exam Policy
- 4.3.** FNU Moderation Policy

### **5.0 DEFINITION AND ABBREVIATION**

- 5.1.** UASR - University Academic and Student Regulations
- 5.2.** CEO - Chief Executive Officer
- 5.3.** FMA - Fiji Maritime Academy
- 5.4.** NTPC - National Training & Productivity Centre

### **6.0 RESPONSIBILITY**

- 6.1.** Deans, Director NTPC and CEO FMA
- 6.2.** Pro VC Learning & Teaching
  - 6.2.1** Associate Dean Flexible & E-learning
  - 6.2.2** Moodle Administrator
  - 6.2.3** Department Monitoring and Compliance
  - 6.2.4** Quality Office
- 6.3.** Office of the Registrar
  - 6.3.1** FNU Exams Office
- 6.4.** Head of School
- 6.5.** Head of Department
- 6.6.** Course Coordinator/ Lecturer.
- 6.7.** Trainer in Charge
- 6.8.** Division of ITS – Manager IT Learning & Teaching Technologies

### **7.0 PROCEDURE**

#### **7.1. Course Work Assessment and Online End-point Examination Weighting**

- 7.1.1.** Coursework assessment and online end-point examination weighting will be as per senate approved course descriptor.
- 7.1.2.** In exceptional circumstances, adjustments to coursework assessment and online end-point examination weighting shall be made, subject to senate approval.
- 7.1.3.** Any adjustment to the weighting of the coursework and the end point exam component will be accurately reflected by the Course Coordinator/ Lecturer in the Student Management System.
- 7.1.4.** Any adjustments to approved course work and end point examination weighting as per 7.1.2 needs to be communicated by College Deans, Director NTPC and CEO FMA to Quality Office who will then notify FHEC.

## **7.2. Format of Coursework Assessment and Online End-point Examination**

- 7.2.1. At the beginning of the term and also before the online end-point examination of a course, the assigned Lecturer for the course should familiarize the student with the various formats of online assessments. These awareness announcements should be communicated to the students via Moodle by the assigned Lecturer.
- 7.2.2. It is the responsibility of the Deans, Heads of Schools and Lecturers to ensure Moodle training is provided to the students in liaison with the Centre for Learning and Teaching Enhancement.
- 7.2.3. Format of Online End-point Examination may be multiple choice including true and false questions, Short answer questions, Essay type questions and Video presentation and Viva Voce (oral test).
- 7.2.4. Cameras and/or zoom will be required for certain programmes that conduct one on one Viva Voce/ Oral test, for example, in CMNHS programmes. As per 7.2.1, training and instructions should be given to students in advance. If government restrictions permit then this online assessments may be conducted in FNU IT Laboratories.
- 7.2.5. When designing formats of assessments and end point assessments the needs of the students who have registered their disability and medical conditions needs should be considered.

## **7.3. Moderation**

- 7.3.1. Moderation practices are essential for quality assurance purposes. This section is to be read in conjunction with the FNU Moderation policy and the Examination policy.
- 7.3.2. It is the responsibility of the CEO FMA, Deans and the Associate Deans Learning & Teaching to appoint or select the moderation panel (refer to Moderation Policy Pp 4, section 10 and the Examination Policy Pp 3) to ensure that staff follow the due process and confirm to the quality assurance practices when preparing the online assessments.
- 7.3.3. Moderation must occur before the marks for an online assessment task are returned to students and not afterwards.
- 7.3.4. For all end-point examinations the instructions should clearly state the acceptable percentage of plagiarism rate and associated penalties (e.g. if the acceptable rate is 20%. Then the similarity rate between 20-25% will incur a penalty of 5 Marks, 25-30% will incur a penalty of 10 Marks, 30-40% Similarity will incur a penalty of 20 Marks, 40-50% will incur a penalty of 50 Marks etc.)
- 7.3.5. Moderation should ensure that markers develop a shared understanding of the expected standards and apply them consistently. The Associate Dean Learning & Teaching shall give advice about discipline-appropriate moderation practices.

## **7.4. Assessment Dates**

- 7.4.1 Coursework assessment are to be held as per the course/unit document distributed to the students at the commencement of the term. Any changes made to the dates should be communicated to the students in writing by the Course Coordinator/ Lecturer.
- 7.4.2 All online end-point examinations dates and time (and any other detail) will be published in the Examination Timetable for each term as per the University Academic Calendar.

## **7.5. Deferment of Online Assessments**

- 7.5.1 In exceptional circumstances, an online assessment(s) may be deferred. These circumstances may include but not limited to nation-wide electricity supply problems, network security threats, natural disaster and server issues.
- 7.5.2 College Deans and CEO FMA have the authority to defer any component of coursework assessment in their respective sections.
- 7.5.3 The Vice Chancellor in consultation with the Registrar, College Dean(s), Director NTPC, Director Estates & Facilities, Director ICT and CEO – FMA, exercises the authority for deferment of online end-point examination University-wide. The FNUSA will be consulted in these discussions.

## **7.6 . Online End-point Examination**

### **7.6.1 Online End-point Examination Period**

7.6.1.1 Depending on the term of study, there shall be an official online end-point examination period for every unit/course for the conduct of online end-point examinations.

### **7.6.2 Online End-point Examination Timetable**

7.6.2.1 All online end-point examination conducted by the University shall be held at the places and times specified in the examination timetables published on the University webpage.

7.6.2.2 The College Timetable Committee is responsible for all the online end-point examination timetables.

7.6.2.3 FNU Exam Office shall amalgamate and upload draft online end-point examination timetable, 2 weeks prior to the online end-point examination. All draft online end-point examination timetables should be labelled as "DRAFT".

7.6.2.4 The Final online end-point examination timetable(s) shall be published five (5) days prior on the official FNU website.

### **7.6.3 Online End-point Examination Candidates with Special Needs**

7.6.3.1 The University shall provide all necessary aid to accommodate students with registered disabilities or chronic medical conditions as per the approved Individual Reasonable Adjustment Plan.

### **7.6.4 Regional Online End-point Examination**

7.6.4.1 When taking an online end-point examination, regional students will follow the same criteria outlined in this policy for online end-point examinations.

7.6.4.2 Students are authorized to take a face-to-face examination for a course under the supervision of the invigilator if the examination paper is of a different version and face-to-face restrictions do not apply in their country.

7.6.4.3 The time zone should be considered when deciding if a regional student should receive an alternate or separate and distinctive paper.

### **7.6.5 Beginning the Online End-point Examination**

7.6.5.1 Exam instructions must be made clear to students. This includes the date, time, duration, weighting, format, and how and where to answer the questions. Students should also be provided the contact details of the lectures should they experience difficulties accessing or attempting the exam.

7.6.5.2 Online exam starts as per the official exam timetable.

7.6.5.3 Extra 10 minutes downloading time should be given to the students. This time is needed to download the online end-point examination as well as any additional resources provided by the School, such as but not limited to mathematical formulas sheet, legislation, and tax tables.

7.6.5.4 When the candidate clicks on the 'examination paper link,' the exam downloads will begin. (The 'examination paper link' will be the common word/narration for all end-point examination).

7.6.5.5 Each online end-point examination should include an additional 10 minutes of reading time.

7.6.5.6 An extra hour is allocated to writing time for an online end-point examination paper as compared to the time required to complete the paper in face-to-face mode.

7.6.5.7 If technical issues arise and cannot be resolved within 20 minutes, the exam will be postponed until the issue can be fully diagnosed and rectified. Understanding that this issue is stressful for students, the Lecturer in discussion with HOS and Dean shall make a decision and inform the students. Any new date consideration should

take into account that students may be sitting or preparing for other online end-point examinations.

7.6.5.8 Where end point exams contain Viva Voce/ Oral test or practicals (as approved in the course descriptors) then special instructions will be provided to the student for relevant phases of exams by the Lecturer.

7.6.5.9 Students should be aware of the exam timings at all times during the exam.

#### 7.6.6 **Completion of Examination**

7.6.6.1 Students must follow the exam instructions on the cover page of the online end-point examination paper when answering questions.

7.6.6.2 Each student must write their name, ID number, and course code on the top of each page used to answer the questions, as well as identify each question and page number.

7.6.6.3 Students must write their answers in English unless it is indicated from the question that another language should be used, such as iTaukei, Hindi, or Urdu, which have been approved by the Senate.

7.6.6.4 Students must ensure that their answer are submitted by the end of the exam. In exceptional circumstances, students may submit their answers through email to the Course Coordinator/Lecturer within the submission timeline.

7.6.6.5 Students will have the opportunity to offer feedback on their online end-point examination session, which will be visible to the Moodle administrator and issues from here are to be brought before the Student Experience Committee.

#### 7.6.7 **Conduct during the Examination**

7.6.7.1 Students must comply with all online end-point examination instructions provided to them.

7.6.7.2 If mechanisms are available, any student who feels an error has been made in the content of an online end-point examination should immediately notify their Course Coordinator/Lecturer. In the situation that no other options are available, students should complete the online end-point examination as best as they can with the information provided. Afterwards student shall send the issues in writing to the Course Coordinator/Lecturer.

7.6.7.3 It is strictly prohibited to discuss the contents of the online end-point examination with any student or any other party from the official exam start time and during the online end-point examination except as provided in 7.6.7.2.

7.6.7.4 Any communication including and not limited to Viber , messenger , text and phone calls with any student or any other party shall be treated as Academic Dishonesty as described in section 7.8.

7.6.7.5 Students must not share their passwords with other students, nor have other students attempt the online end-point examination for them.

### 7.7 **Special Considerations**

7.7.1 If end-point online exams are missed then Special Consideration as per Page 45, Section 9.0 of the UASR shall apply. Students shall apply using the Form SAS 17 (Application for Aegrotat Pass, Compassionate Pass and Special Examination Form) with relevant evidence.

7.7.2 For arrangement of missed online coursework assessments, the student should email the Course Coordinator/Lecturer with relevant evidence or statutory declaration. FNU has general provision for flexibility in coursework submission without penalty and this will be given to student(s). Course Coordinator/Lecturer will arrange for alternative course work and advise the student(s). There may be instances where it may not be reasonably possible to arrange for missed coursework, for example practicals and presentations that

were due in the last week of classes. Students will have to take such assessments within the time set by the College and this may extend into part of the next academic term.

- 7.7.3 Special consideration for online assessment could include:
- 7.7.3.1 Sudden ill health or injury of the student as certified by an approved medical practitioner.
  - 7.7.3.2 An adverse event relating to the student, a family member or close associate of the student.
  - 7.7.3.3 Modified Assessments for students with registered disability.
  - 7.7.3.4 Less than optimal conditions while attempting an assessment task that significantly disadvantaged the student, where these conditions could not be improved. Less than optimal conditions for online assessments can include but is not restricted to the following:
    - (i) encountering a technical, connection or hardware issue during the assessment submission process (example; computer crashes, internet connection issues interference with submission, assignment files not uploading, wrong assignment file uploaded which cannot be replaced);
    - (ii) accidentally quits or closes an assessment task and is unable to re-enter and complete it.
    - (iii) power outages coinciding with online assessment submission dates.
- 7.7.4 **As per UASR , page 45 section 9.7 and 9.8 applies as follows:**
- 7.7.4.1 Applications for special consideration must be accompanied by relevant supporting documentary evidence (e.g. police report, death notice or certificate, or statutory declaration) or a written document/certificate from a relevant approved professional practitioner that explicitly articulates that special consideration is warranted.
  - 7.7.4.2 In order to protect the privacy of the student, the information provided about the event/condition will remain confidential to those involved in assessing and processing the application.

## 7.8 Academic Dishonesty

- 7.8.1 Student(s) must ensure that they are familiar with the contents of the University's Academic & Student Regulations. Academic Dishonesty provisions as per subsection 5.2 pg. 57-59 applies
- 7.8.2 As per UASR page 57, Academic Dishonesty involves any type of cheating that occurs in relation to study at the University.
- 7.8.3 Some forms of academic dishonesty as per UASR pages 57 - 59 are listed below:
  - **Complicity:** voluntarily or consciously aiding other students in one or more of the offences covered in these regulations;
  - **Plagiarism:** submitting or presenting someone else's work (writing, invention or other creative work, etc.) as one's own and that is done solely for that particular course. Plagiarism may exist in the following forms:
    - (i) The work submitted was done in part or whole by an individual other than the one submitting or presenting the work.
    - (ii) The whole work or parts of it are copied from another source without due reference.
    - (iii) A student submits, in one Course, work which has already been submitted in another Course, without prior arrangement with Course Coordinator/Lecturer.
  - **Other forms of Academic Dishonesty** as described in UASR pages 57 to 58.

## 7.9 Official Records

- 7.9.1 All online end-point examination papers, solution guides, timetables and results are official university documents, which shall be maintained as the official records of the University.
- 7.9.2 Deans, Director NTPC and CEO FMA's office should have a moderated copy all end-point examination papers for the respective term.
- 7.9.3 Exams office should ensure that all online end-point examination timetables and results of all online assessments are well-preserved.

## 7.10 Errors in Published Results

- 7.10.1 Where errors are found in the final results released to the students at the end of the academic term, provisions as per subsection 11.0 pg. 47 of UASR applies. For errors in the final result, the students should write to the University Registrar ([Registrar@fnu.ac.fj](mailto:Registrar@fnu.ac.fj)).

## 7.11 Reconsideration of Assessment and Course Grades and Appeals

- 7.11.1 A student may apply for reconsideration of the final online end-point assessment.
- 7.11.2 Reconsideration of Assessment and Course Grades and Appeals provisions as per subsection 13.0 pg. 48 of UASR applies to all online end-point examinations.

## 7.12 Audit

- 7.12.1 Exams Office should verify all online end-point examination to be conducted as timetabled.
- 7.12.2 Exams Office should verify results presented for all online assessment in the Examination Board(s) with the verified enrolment audit report.
- 7.12.3 All results submitted should be accompanied by the Examination Assessors Form (FNU\E4).
- 7.12.4 After results are released, Exams Office should verify the results submitted by the college with the grade audit report.

## 7.13 Security

- 7.13.1 Deans, Director NTPC and CEO FMA will make decisions with Head of School or Head of Departments about which teaching staff may view or have access to online assessment. Issues such as conflict of interests and unauthorised access to assessments will factored in decisions.
- 7.13.2 Moodle Administrators from Division of ITS and CFEL may have access to the online assessments for the purpose of setting up the online assessments with the Course Coordinator/Lecturer, diagnosing and resolving issues with the online assessment.
- 7.13.3 There must be measures in place to ensure the integrity of the online assessments by the Division of ITS and CFEL through a separate Standard Operating Procedure.

## 7.14 Review

- 7.14.1 This policy shall be reviewed at the end of February 2022.

## 1.0 DOCUMENTATION

No.	Type of Record	Retention Length	Location	Responsibility
7.1	Moderated copy all end-point examination papers and solution guide	7 years	Deans and CEO FMA's office	Deans and CEO FMA.
7.2	All online end-point examination timetables	7 years	Exams Office	Exams Office
7.3	All Online Assessment Results	Perpetuity	Exams Office	Exams Office