ASSESSMENT OPTIONS

APPROACH	DETAILS/ ONLINE SUPPORT	STEPS	SPECIAL NOTES/ REQUIREMENTS		

1 — Continuous Assessment

DETAILS/ ONLINE SUPPORT

Assignments in Canvas
These involve students submitting a file for review. May be suitable for:
- essays
- lab reports
- learning logs
- portfolio
- recorded video demonstrations or other video files
- narrated presentations, etc

STEPS
1. Lecturer creates assignment in Canvas
2. Student views assignment and subsequently submits file or files
3. Lecturer accesses submissions and provides marks and feedback in Canvas

Quizzes in Canvas
Quizzes are a type of assessment, typically composed of a defined series of shorter questions. Quizzes may be suitable for:
- MCQs
- open book or essay-based exam
- short question exam
- in-tray exercise or instant report

STEPS
1. Lecturer creates quiz in Canvas
2. Student accesses & takes quiz
3. Certain question types are auto-corrected, others require manual review. In both cases marks and feedback provided via Canvas

Technical Requirements
- Students taking an assignment will need enough connectivity to upload the relevant file. Assignments requiring larger file sizes should be highlighted to students
- Students taking a quiz will require a working connection for the duration of the quiz

Validity/Suitability
- There are few learning objectives that cannot be validly assessed through the use of the assignment feature as part of a continuous assessment approach
- Single right answer MCQs may have limited validity for more advanced learning objectives and the use of Canvas Quiz features such as short answer questions and multiple correct answer questions is recommended as a way to ensure quizzes test for more than just factual or replicative knowledge

Authentication
- Authentication for both Assignments and Quizzes are based on Canvas authentication and enrolment

2 — Time-limited In-class Tests

DETAILS/ ONLINE SUPPORT

Time-limited Canvas Quizzes
These are quizzes that are released at specific dates/times and have a time limit for completion. Quizzes can also be passcode protected and be released out to different student groups at different times. A range of additional security measures and availability options can be activated to increase integrity and reliability.

[If more detailed authentication is required please see "Closed Book Exams" below]

STEPS
1. Lecturer creates quiz in Canvas
2. Lecturer assigns time-limit and date and time restrictions for quiz
3. Student accesses and takes quiz at specific date/time
4. Certain question types are auto-corrected, others require manual review. In both cases marks and feedback provided via Canvas

Technical Requirements
- Students taking a quiz will require a working connection for the duration of the quiz
- A trial run is recommended for time-limited quizzes

Validity/Suitability
- Single right answer MCQs may have limited validity for more advanced learning objectives and the use of Canvas Quiz features such as short answer questions and multiple correct answer questions is recommended as a way to ensure quizzes test for more than just factual or replicative knowledge

Authentication
- Authentication is based on Canvas authentication and enrolment and additional authentication is based on time-limited access and release
- Additional authentication features such as password protection and randomisation of questions can be enabled to support further security

Time-limiting quizzes and other assessments may be thought of as authentication measures to the extent that they make certain categories of academic dishonesty – such as student collusion or conspiracy – more difficult to achieve but may also place hard-to-meet technical or temporal requirements upon students

3 — Open Book Exams

DETAILS/ ONLINE SUPPORT

Open Book Exams
If students are required to write down their open book exam answers or submit handwritten work, then the recommended solution is for them to use the Canvas student app to capture their work and then submit it as a Canvas assignment.

For open book exams that require students to type in or select onscreen answers, Canvas Assignments or Canvas Quizzes can be used in the manner described above.

STEPS
* NOTE: If the open book exam requires students to write down their answers then they are required to download the Canvas Student app.
1. Lecturer creates assignment in Canvas
2. Lecturer releases exam questions to student at specific date/time
3. Student writes down their answers on some paper
4. Student accesses canvas assignment in Canvas Student app
5. The student uses the Canvas Student app to capture their handwritten notes and to upload them to Canvas

Technical Requirements
- Students taking a hand-written exam will need a smartphone and will need to download the Canvas Student app
- Students will need to ensure that their smart phone is charged and has a working camera
- Students will require sufficient connectivity to access the assignment and to upload the relevant images from their smart phone within the allocated time

Validity/Suitability
- Open book exams have low validity for testing rote learning and recall but good validity for testing higher order thinking, problem solving, application and analysis
- Open book exams and other open book assessment may also be said to have good validity for authentic real-world tasks which typically allow individuals to consult with a range of information sources and services

Authentication
- Authentication is based on Canvas authentication and enrolment
- Presentation of work in the student's own hand writing might also be regarded as an authentication measure, esp if other hand writing samples are available

Time-limiting exams may be thought of as an authentication measure to the extent that it makes certain categories of academic dishonesty – such as student collusion or conspiracy – more difficult to achieve but may also place hard-to-meet technical or temporal requirements upon students

4 — Closed Book Exams

DETAILS/ ONLINE SUPPORT

Remote proctoring or online invigilation services
This involves the use of a 3rd-party provider to authenticate students and to ensure the integrity of the assessment environment. It requires students to have:
- a stable internet connection
- a laptop or desktop computer
- a webcam and microphone

STEPS
1. Lecturer sets up a proctored assessment
2. Student logs in to Canvas and launches the Proctoring application
3. The student authenticates (confirms their identity) with the Proctoring Service
4. The proctoring system automatically records the student as they undertake the test [see notes above for students taking a hand-written test]
5. The student completes the assessment and submits assessment material
6. A recording of the student's webcam and onscreen activity is reviewed by the proctoring service

Technical Requirements
- Students taking a closed book exam will require enough connectivity to stream video from their computer for the duration of the exam
- They will also need to ensure that they have a laptop or desktop computer, a webcam and microphone as well as a suitable physical environment

Validity/Suitability
- Although closed book final exams are widely used, their selection should still be considered in light of the learning objectives and goals to be assessed
- Closed book exams need to be carefully designed in a way that ensures they do not place too much emphasis on factual or replicative knowledge

Authentication
- Authentication is based on Canvas authentication and enrolment. Further to this, students must have an approved form of identification. A 3rd-party provider will authenticate the student and review the integrity of the exam