

Teaching in times of Corona

Rules for remote assessment

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Introduction and background

The Executive Board of Utrecht University (CvB) has adopted an [Assessment Framework](#) for the continuation of education 2020. This framework has binding force and deviations from the framework require the explicit permission of the CvB. The purpose of the Assessment Framework is to create legal equality for students in the various study programmes. The basic principle is that during the remaining part of the academic year, all education and assessment will take place remotely/online. At the same time, the CvB emphasises the importance of continuation of education as much as possible in order to prevent study delays.

As a consequence of the implementation of alternative forms of education, assessment in individual courses may not comply with the rules laid down in the Education and Examination Regulations (OER) and course manuals, deviating from the learning objectives and the way in which these are assessed. Article 8.1 (model)OER provides a safety net provision for this:

Article 8.4 – Safety-net provision:

In those cases, not provided for by these Regulations, not clearly provided for, or that lead to manifestly unreasonable consequences, the Board of Examiners advises the chair of the Board of Studies and the dean, after having heard the parties involved. A decision will be taken by or on behalf of the dean. In case the decision lies within the competence of the Board of Examiners, the dean sends the request to the Board of Examiners.

(In the OER-MA and OER-LRM this provision can be found in: art. 8.2. MA OER RGL; art. 8.1. OER LRM; in OER-BA, it is found in art. 8.4 BA OER Law).

The CvB has issued mandates to realize alternative forms of education and assessment; summary:

- Directors of Education explore alternative forms of teaching and assessment in cooperation with the lecturers.
- If alternative forms of education are possible or non-crucial education does not take place, the Director of Education will take a decision to this effect.
- If it concerns a change to the assessment, the Director of Education will consult the Board of Examiners and agree together.
- If **crucial education** cannot take place, the Director of Education will align with the Faculty Board. The Faculty Board will align with the CvB.

Critical education is education or an accumulation of education that may cause students to delay their studies.

Remote assessment – regulations

The following rules apply to replace/complement the existing rules in the OER and the Regulations of the Board of Examiners, for the set up and sitting of remote and/or online assessment during the period assessment takes place remotely/online.

Forms of assessment

1. Deviations from the assessment as originally announced in Osiris are possible with the permission of the Director of Education and the Board of Examiners. A request to this effect will be sent by the examiner to the Director of Education by e-mail.
2. A deviation may consist of:
 - 2.1. Different forms of assessment from those originally planned in Osiris.
 - 2.2. Replacing partial assessments with a 100% assessment.
 - 2.3. Adjusting the weighting of partial assessments.

Presence, overtaking and repair control

3. Students who cannot or may not participate in an on campus test because of Corona will be given the opportunity to take the test in another way (with retention of repairs)..
4. If a student is unable to participate in a centrally scheduled assessment due to force majeure (e.g. due to illness or caring responsibilities), he must deregister no later than 15 minutes prior to the start of the assessment via the appropriate [contact point](#). The reason for the force majeure can be requested afterwards.
5. Force majeure also includes 'technical' circumstances beyond one's control before the start or during the assessment: e.g. a computer malfunction, access to the internet, etc. In such cases, proof of technical force majeure will be requested, e.g. by a screenshot with a visible date and time.
6. The resit and repair arrangements apply as follows:
 - 6.1. If a student unsubscribes for a partial assessment or a 100% assessment due to force majeure, this assessment can be retaken.
 - 6.2. In the event of an unsatisfactory final mark of at least a 4 for the course and the attendance requirement has been met (or has been granted an exemption from the course coordinator), the student is eligible for a repair test that is assessed with a pass / fail.
 - 6.3. In the event of an unsatisfactory result for a 100% test of at least 4, the student is eligible for a resit if the student has fulfilled the attendance requirement (or has received an exemption from the course coordinator).
7. Deadlines for assessments other than planned and examined centrally are clearly communicated. If a student is unable to meet a deadline due to (technical) force majeure, postponement shall be granted by the examiner/course coordinator involved.

Course of events during centrally scheduled tests

8. When designing the content of the assessment, the possibilities for cooperation and fraud will be limited as much as possible.

9. Students log in to their own account and take the assessment individually and alone, except when the examiner has decided otherwise (for example, that collaboration is possible or even obligatory). Answers to test questions can be subjected to a plagiarism check.
10. In case of suspicion of fraud and/or plagiarism, the examiner notifies the Board of Examiners immediately, cf. art. 5.14 OER.
11. The use of online proctoring or online surveillance (e.g. webcam surveillance or a video conferencing tool) is possible in exceptional cases after permission of the Director of Education and the Board of Examiners. A request to this end will be sent by the examiner to the Director of Education by e-mail. If such surveillance takes place, students will be informed in time.

Assessment period, standards, quality and validity

12. If the assessment of a test cannot be made available within the set ten-day period due to force majeure, an appropriate term will be set in consultation with the Director of Education. This new term will be communicated to the students immediately.
13. If, on the basis of ex-post assessment, it appears that the standard grading must be adjusted, this will be decided by the Director of Education and the Board of Examiners after joint consultation.
14. If, on the basis of ex-post assessment analysis, it emerges that the validity of the assessment cannot be sufficiently guaranteed in that the learning objectives of the course have been achieved, the assessment may be declared invalid jointly by the Director of Education and Board of Examiners. Art. 4.2. of the Regulation of the Board of Examiners is applicable.

Final provisions

15. In cases not provided for in these regulations, the Director of Education will decide, having heard the Examination Board.
16. An appeal may be lodged with the Examination Appeals Board against a decision addressed to an individual student arising from these regulations, cf. the applicable OER.
17. These regulations apply to the period set by the CvB in which distance education and assessment takes place, based on the Assessment Framework.