

Online Exams Regulations

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Introduction

This document is not intended to replace the current Exam Rules and Regulations¹. The intention is to provide the regulations for making online exams to run as close to the rules as possible.

This document applies to all exams as defined below, no matter what their grade weight is. Failure to observe these regulations will be generally treated as a violation of the Honor Code.

Definitions

Online exams can be classified into different groups by one or more criteria listed below:

1. On-campus or Outside-campus
2. Synchronous or Asynchronous
3. Proctored or Non-Proctored
4. Computer-based or Paper-based
5. Written or Oral

Synchronous online exam: online exam that requires the students to be connected and sit the test within the defined relatively 'short' time period. The 'short' time period is defined to be about 2 hours maximum.

This document is regulating Outside-campus Synchronous Proctored online, Computer-based, Paper-based and Oral exams.

Regulations

Online exams are creating challenges for ensuring the adherence to Exam Rules in Regulations as they are more prone to cheating. Thus, there is a great shift of responsibility to the side of students both from technical and behavioral perspective. The following additional regulations are applied:

1. Students are responsible to ensure that the required technological capability e.g. computer, camera, Internet connection, etc. is in place.
 - a. The general premise is that if in on-site exams the physical ability to be in the exam is required for passing, in online exams certain technological capability is required. Academic Policies and Procedures² regulate the cases of excused 'absence'.

¹ Policies - Academic Policies - Exam Rules and Regulations <https://www.ada.edu.az/en/policies>

² Policies - Academic Policies - Academic Policies and Procedures <https://www.ada.edu.az/en/policies>

- b. Students are strongly recommended to have a backup option of more reliable Internet connection e.g. mobile hotspot.
2. Students are expected to be familiar with the technology and procedures ahead of the time, so any technical problems are communicated to the professor of the course on a timely manner, to be resolved with IT Helpdesk.
3. Students are responsible to ensure all required software is properly installed on the computer they use to sit an online exam.
 - a. The approved tools for online proctoring are Respondus® LockDown Browser together with Monitor³ that work with Blackboard® learning management system the university uses. While LockDown Browser prevents the student from using additional applications and functionality on their computers, Respondus Monitor uses their camera and microphone to record the environment and flag any potentially suspicious behavior.
 - b. Microsoft® Teams and Zoom videoconferencing software can be used, too.
4. Students bear responsibility for ensuring that nobody else is using their credential to enter the software systems used for online exams. Failure to observe this requirement will be treated as a violation of the Honor Code.
5. Students are responsible to ensure the environment e.g., lighting, camera angle, etc. is meeting the requirements of online proctoring. They should be ready to show 360-degree view of the environment any time before, during and right after the exam. Their microphone should be open all the time.
6. Students are expected to be ready for additional proctoring requirements, for example: submitting the screenshots of their computer desktop, arranging a second camera for additional monitoring and live feedback, etc.
7. Computer-based online exams will run as Blackboard tests with the following options on:
 - a. Display After: The questions will be released/visible right after the start of the exam.
 - b. Randomize Questions: The questions will be selected randomly for each student.
 - c. One at a Time: The questions are not visible at once, shown one question at a time.
 - d. Not showing right or incorrect answers at the end of the test.
 - e. Additional options may include: Password-protection, Prohibit Backtracking that prevents changing the answer to a question that has already been submitted, etc.
8. Paper-based online exams will start and finish in Blackboard as per the following scenario:
 - a. In case of handwritten paper-based online exam, students will prepare empty white papers for their notes and will make sure to put their name on each page.

³ Solutions for Higher Ed – Respondus <https://web.respondus.com/he/>

- b. They will open the Blackboard test to see the questions on the screen, and then will write down answers on paper, finally will enter the answers to the system.
 - c. Once finished working, the student will have to show the pages to the camera for confirmation and verification.
 - d. Students will have to scan the papers as multiple-page PDF file, using a recommended mobile application as per the course professor's instruction, and upload it through a separate Blackboard assignment that is due short time i.e., 15 minutes after the end of the exam.
 - e. Alternatively, they may be required to submit a Microsoft® Word document with their answers.
9. Faculty reserve the right to use other mechanisms in addition to the previous models, including but not limited to oral online verification exam. Oral online verification exam will be conducted with following conditions:
 - a. This stage will serve as a verification step for previous (written) result(s).
 - b. It will be done via live face-to-face on-screen communication with the course professor(s) and it will be recorded.
 - c. It will be based on the questions of the same level of difficulty and covering the same content as in the assignment/exam the grade for which is being verified.
 - d. This stage may be applied to any student regardless of their academic performance.
10. It must be noted that "the course professor may include exam rules and regulations in addition to the rules listed above", as per the Exam Rules and Regulations.
11. Course professor may allow makeup exam. The format of makeup exam will be defined by course professor who reserves the right to request online or on-campus makeup exam.