



Computer Based Assessment Policy



Core Documentation Cover Page

Computer Based Assessment Policy

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Sept 2016 Academic Council	To provide a policy on the use of online examinations in the assessment process.	Deputy Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sept 2018
V2.0	Jul 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	Deputy Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sept 2018
V3.0	May 2018 PRAG Chair	Administrative Amendments to reflect title changes (i.e. from Principal to Vice-Chancellor, etc.)	Deputy Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sept 2018

Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

X

Negative equality impact (i.e. increasing inequalities)

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

COMPUTER BASED ASSESSMENT POLICY

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1. SCOPE

- 1.1 This policy outlines the policies on the use of online examinations in the assessment process.

2. PURPOSE OF THIS POLICY

- 2.1 This policy aims to provide a framework to ensure that a consistent approach is taken to the delivery of summative and formative computer based assessments. The requirements of this policy are in addition to normal UCO policies and regulations relating to assessment, which apply unless otherwise stated.

3. DETAILS OF POLICY

- 3.1 A Computer Based Assessment is defined as any assessment which is delivered electronically, e.g. on a PC through the UCO's VLE system (i.e. BONE).
- 3.2 Unit Leaders wishing to deliver a summative assessment electronically are required to inform the Registrar. The Registry department will then inform all relevant departments, including ICT and AV.
- 3.3 A paper copy of the examination should be made available to the Registrar, which will be used in the event of computer / software failure.
- 3.4 Any member of academic staff responsible for a Computer Based Assessment, or their representative must be present at the assessment to brief students / staff on the assessment.
- 3.5 A member of IT staff must be made available for the hour preceding and the duration of the assessment.
- 3.6 In the event of technical problems or system failures, the Registry department may either:
- a) Extend the examination time to allow for disruption.
 - b) Restart the exam using paper copies of the examination.
- 3.7 An increased number of invigilators should be used for Computer Based Assessments to eliminate the risk of online cheating.
- 3.8 At the beginning of the assessment, a register of attendees will be taken. This will be checked against the number of assessment submissions.
- 3.9 Students sitting a Computer Based Assessment should be given an opportunity to familiarise themselves with the assessment before a summative assessment takes place. This may be in the form of a formative exam or the creation of example exams on the VLE.