GUIDELINES FOR THE USE OF COMPUTERS IN EXAMINATIONS

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1.1	Guidelines for the Use of Computers in Examinations	Assessment and Feedback Working Group	Senate September 2014	September 2014

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These guidelines apply to invigilated examinations conducted on University premises where:

1. The use of computers is an assistive technology in support of students with a disability;

2. The examination or assessment is computer based. For example, a class test or examination that is run on Myplace, the University's Virtual Learning Environment.

These guidelines should be read in conjunction with the [Assessment and Feedback Policy](#) and the [Policy on the Invigilation of Examinations](#).

Practical and technical procedures will vary depending on the context and circumstances. For example, students may be required to use specific software applications, data sources and web sites, but not be allowed to access others. It is essential that Departments/Schools ensure in advance that the proposed arrangements will be technically feasible and appropriately supported on the day, and will comply with academic regulations. Computer based assessments are subject to the same University Regulations as other types of examination and assessment.

Factors which should be considered when developing and running computer based examinations and assessment:

3. Computer based assessments should normally be carried out in suitable teaching labs on University owned computers.

4. Consideration should be given to the requirements of students with disabilities when designing and delivering computer based assessments. This should include appropriate arrangements for extra time for students for whom this is a reasonable adjustment and provision of software and hardware which meet accessibility requirements. Departments/ Schools will ensure that the software and systems they wish to use for computer based assessment do not curtail assistive software. Assistive Technology Advisers in the Disability Service can provide advice on this. If necessary, for example for medical reasons, students should where possible be provided with the opportunity to undertake assessment in a different format. See the University's Disability Policy.

5. All computer based assessments and computing equipment should undergo testing prior to the assessment date to ensure they are functioning properly and have not been adapted in any way.

6. Students should not be permitted to bring any computer related equipment of their own (e.g. a memory stick or mouse) into the assessment without prior approval and checking.

7. Departments/ Schools should ensure that any contingency plans, in the event of computer malfunction or failure, are appropriate and robust.

8. Examination conditions as stated in the University's Policy on the Invigilation of Examinations should apply in all computer based assessment.

9. Devices should be configured according to the required conditions of the individual assessment examination. E.g.
    - Access to the internet. For example access to the internet may be disabled, or access enabled for only specific websites.
    - Access to local to network drives. For example access to USB pen drives and H: drive disabled. However access to local hard drive enabled to save work before final submission.

    Where it is not possible to apply the required examination conditions to devices used, other effective mechanisms should be put in place to detect any unusual occurrences that may be indicative of cheating.

10. All work involving the use of computers and other display screen equipment should be set up with consideration for the comfort of those undertaking the assessment.

11. Appropriate levels of invigilation should be provided and students' desks should be appropriately spaced to minimise the potential for cheating.

12. Appropriate IT support should be available at the start of all computer based examinations and at any other necessary stages (e.g. printing).

13. Consideration should be given as to whether students require guidelines on how to use the software in use in the exam.

14. Where it has not been possible to configure the online exam system e.g. Myplace to automatically save candidates' work at regular intervals, students should be instructed to save their work frequently. Additional computers should be available, in the event of a problem, so students can move to these without having to re-enter large amounts of work.