SECTION 6

Computer Aided Assessment (CAA) Examinations

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GUIDANCE FOR EXTERNAL INVIGILATORS ON COMPUTER AIDED ASSESSMENT (CAA) EXAMINATIONS

1. **Introduction**

Unlike written examinations where the questions are given to the candidates on paper and the majority of candidates write their answers in a paper answer book*, Computer Aided Assessments (CAA) present the questions online and are answered and marked online. The software most often used for this type of examination is called Questionmark Perception. Candidates must complete the examination paper using the relevant technology.

For most online examinations, candidates will be provided browser adjustment instructions along with their attendance slips and examinations instructions.

Standards of academic integrity must be as good for CAA examinations as they are for written examinations.

Technical support will be provided by a member of the Department for the Enhancement of Learning, Teaching and Assessment (DELTA) who will be available throughout CAA examinations. The role of this technical support will be to assist the student to login and make any relevant announcements pertaining to accessing the exam. There will be an academic present for the first fifteen minutes and thereafter available by phone.

Invigilators assigned to CAA exams will have first gained experience at written examinations and be familiar with the procedures for written examinations.

* Some candidates with alternative arrangements answer their paper on a PC because they have problems with writing, but this is still classed as a written examination.

2. **Guidance for External Invigilators**

Although there are no question papers to collect or return, there are examination instructions, attendance slips and browser accessibility adjustment instructions for each candidate, which the Senior Invigilator must collect from the School Office. Attendance slips **must** be returned to the School Office.

Due to the need for confidentiality, it is not appropriate to ask if anyone would like help adjusting their browser. Instructions should simply be issued along with the examination instructions. If help is requested, the Technical Support in attendance will assist.

It is the Invigilator’s role to ensure fair play and arrange for help where appropriate. The Invigilators are not expected to attempt to deal with technical problems.

The Senior Invigilator will read out the *Standard Set of Announcements for Computer Aided Assessments* before the start of the examination.
3. **Where there are two or More “Waves” of Students**

Due to constraints on laboratory space / available questions, some CAA examinations will have more than one group of students sitting the same examination consecutively.

These “waves” will be organised by the relevant School so that candidates are each informed at what time they should attend.

Wherever possible, the same Invigilators will supervise both or all waves for each examination.

If there are two ‘waves’, candidates will **not** be permitted to enter the second sitting after the commencement of the examination.

Candidates sitting a CAA in the ‘first sitting’ will **NOT** be permitted to leave the examination until the stated finish time. Candidates sitting in the ‘second sitting’ must remain in the examination area until the examination has been in progress for at least 30 minutes and may only leave at the discretion of an Invigilator.
STANDARD SET OF ANNOUNCEMENTS for COMPUTER AIDED ASSESSMENT (CAA) EXAMINATIONS

These announcements must be read out by the Senior Invigilator at every CAA examination - please refrain from any unnecessary embellishment. Ensure you allow enough time to read the announcements and then start the exam at the specified time.

AT THE START OF THE EXAMINATION

As the students are being seated:

1. “All notes, coats, bags and switched off mobile phones should be placed at the front, back or side of the room; fire exits must not be blocked. Remember to place your Student ID Card on your desk for checking by the Invigilators. If you have no valid form of identification you must remain after the end of the examination.”

Once all seated introduce yourself and the Supporting Invigilator(s)

2. “This is the (title)................................ examination.”

3. “Please now complete the Attendance Slip on your desk and make sure that you read the online examination instructions for the assessment. The computer will already be logged on to the University network, with the login screen displayed to access the assessment. Do not enter any other information until instructed to do so.”

4. “The login instructions will be announced to you by Technical Support.”

5. “In the event of a fire alarm sounding you should not remove anything from the room. Leave your computer on, do not enter any further information and do not press the ‘proceed’ button. Proceed to the nearest exit which is situated ..................”

6. “Please note that any adverse circumstances affecting your performance in this examination must be reported to your School on the Extenuating Circumstances Form within 5 working days. Your School Office can advise you how to go about this.”

7. “You must comply with the instructions issued by the Invigilators; any inappropriate behaviour will be reported.”

8. “If you finish the examination before ....................... (finish time) please remain seated quietly at your desk until the end of the examination is announced.”

9. “There must now be silence. Technical Support will get you logged in but you should not start the examination until instructed to do so.” [Hand over to member of Technical Support]
AT THE END OF THE EXAMINATION

“The examination has finished and you must stop working now”.

Assistant Invigilators should circulate amongst students to ensure all have stopped using the keyboard.

Before letting the candidates go, remind them to pick up their Student ID Cards and all their belongings. (Indicate exit to be used, if appropriate).

If appropriate, first wave students should be told: “Please note that you are not permitted to return to the waiting room.”