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# INFORMING STUDENTS ABOUT THE SPECIFICITIES OF THEIR ONLINE EXAM

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TAL  
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# INTRODUCTION

This document provides educators with a checklist to follow before, during and after an exam and make sure that the students are aware of the specificities of their online assessment.

This information applies to all types of online exam procedure: synchronous, asynchronous or hybrid

## 1. Recommendations from the IDEA Quality Assurance Framework

Course evaluation and assessment

- o Particular attention is paid to ensure that students are fully informed on the nature and function of assessments during the course and can prepare accordingly



## 2. Examples and recommendations

In order to make sure that the students are well aware of the specificities of their online exam, here's a checklist for professors to follow until after the end of the exam.

### 1. **Before** the exam

- o Have in mind the resources available to students during the assessments (online encyclopaedias, online dictionaries and translators, course materials, etc.). Keep in mind that students can help each other and collaborate with each other.
- o Make a list of essential information accessible to students before they start the exam:
  - Which platform will they use?
  - What types of exercises will they do?
  - What is the duration of the exam?
  - Are any documents allowed?
  - Do students have the right to use the internet?
  - How will they be evaluated? Provide them with the evaluation grid

### 2. **During** the exam

- o Completing the assignment
  - Provide students with an accessible and modifiable subject sheet (Word format) to allow students with disabilities to modify the font and size if necessary. The same applies to Braille-impaired students who need the subject in .docx format
  - Encourage students to compose on a software (such as Word) on which their assignment can be saved and which is not subject to the vagaries of the internet connection (risk of losing everything if one composes directly on Moodle, for example)
  - Tell them they should activate a regular automatic backup
  - In case of audio/video documents: tell students, they should pay particular attention to the quality of the file (speak loudly enough, no interference)

### 3. **After** the exam

- o Submitting the assignmento Double check all required materials are available on site and remove everything else
  - Explain the expected format (word, pdf, rt, mp3, avi, etc.)
  - Explain how to name the file that will be submitted, e.g, NameSurnameExam.pdf
  - Explain how to submit the file
  - Tell students they will have additional time (15 minutes?) to hand in the assignment
  - Allow extra time for those who have connection problems

