

## Operational Guidelines for the use of Canvas and Respondus LockDown Browser for Examinations

The provision exists, University-wide, for all staff to use computer assisted assessment as part of a summative In Class Test or Examination, using Canvas (the VLE) and Respondus LockDown browser (LDB). Canvas/Respondus LDB can be used for summative examinations in partnership with the Examination Office. Respondus LDB is not intended for formative assessments.

- **Formative assessments** are low stakes and carry no contribution to the final module mark. They can take any form including, but not limited to, informal reflective practice, quick quizzes, essays, so that feedback for both students and lecturers is immediate. In general, formative assessments help to identify strengths and weaknesses and can provide immediate, in-term support. Formative assessments are not supported by the Examinations Office.
  
- **Summative assessments** are used to contribute to the overall module mark. The aim of these assessments is to evaluate students' learning by comparing their submitted work against a standard or benchmark. The QAA's Code of Practice defines this as "used to indicate the extent of a learner's success in meeting the assessment criteria to gauge the intended learning outcomes of a module or course. Typically, within summative assessment, the marks awarded count towards the final mark of the course / module / award."

This document outlines where the responsibilities lie for each of the different tasks needed for rendering such an assessment.

### Guidelines for Examinations

Canvas/Respondus LDB can be used for summative examinations in partnership with the Examination Office. Respondus LDB can be enabled for courses within Canvas but can only be added by the Digital Learning System Solution Support Team (DLSSS).

Respondus LDB is only intended for use with Canvas using Classic Quizzes at present.

The following steps should be taken so that you can use this type of assessment. Before using Canvas/Respondus LDB please make sure that this is indicated in the Module Handbook.

<b>Preparation for Examination</b>	
<b>Task</b>	<b>Who does this?</b>
1. Agreeing the changes (if needed) following the process outlined in the general regulations. More information on the <a href="#">general regulation guidelines</a> can be found on the QUB website.	Module Convenor/ Director for Education
2. School Exam Liaison Officer coordinates with Examinations Office at least 6 weeks prior for guidance	School ELO or ELC / Examinations office

on exam location and a possible date/time. This is when location requirements should be provided.	
3. A request needs to be sent to DLSSS to have the Respondus LTI enabled for a specific course. <a href="#">Request form</a> .	Module Convenor / Module Team
4. The Respondus LTI is enabled for the specific module (specific Canvas course).	DLSSS
5. DLSSS to send module details to VLE Pedagogy team. Training materials including handouts and videos will be sent to the Module Leader/Team. Module Convenor can provide additional support resources for students prior to the exam.	VLE Pedagogy Support
6. A consultation with the VLE Pedagogy team should take place to discuss relevant approaches to assessment, including the use of Respondus LDB/Canvas.	Module Convenor / CED
7. Questions will be created in the 'Question Bank' functionality under the Quiz feature. Questions must be completed and ready in the 'Question Banks' <b>BEFORE</b> the quiz is created.	Module Convenor / Module Team
8. Questions should be reviewed by an external examiner within the Question Banks.	Module Convenor / Module Team
9. Creation of the Canvas 'Quiz' and Respondus LDB integration.	Module Convenor / Module Team
10. Canvas <a href="#">Grade Posting Policy</a> must be set to 'Manually Post Grades' so results can't be seen by students at the end of the Exam.	Module Convenor / Module Team
11. Creation of the Quiz 'Access Code'. This should be sent to the Examinations Office at least 1 week prior.	Module Convenor
12. A dedicated Respondus LDB Set-Up Checklist can be used to make sure all the settings are correct before the exam starts.	Module Convenor / School ELO
13. Information Services can be called upon to check the computers and hardware. Please give at least one week's notice before your exam is scheduled.	Information Services / Local IT administrators

<b>Checking the settings of the Examination</b>	
<b>Task</b>	<b>Who does this?</b>
1. Module Convenors are responsible for validating that all the settings are correctly chosen.	Module Convenor / School ELO
2. The Module Convenors can work in partnership with school ELO to make sure that the right settings are selected.	Module Convenor / School ELO
3. School ELO will clarify to the module convenor that the settings are correct OR that certain settings need to be changed.	School ELO / Module Convenor

The day of the Examination	
Task	Who does this?
1. Examinations Office provides invigilators with relevant guides (created by VLE Pedagogy Team) and the exam 'access codes'.	Examinations Office/ Invigilators
2. Invigilators to be at the room at least 1 hour before the examination is due to start.	Examinations Office/ Invigilators
3. Invigilators support the students in logging on to their PC's, selecting Respondus LDB and logging into Canvas. All available in the Invigilator Checklist.	Examinations Office/ Invigilators
4. For any technical problems involving hardware, contact Information Services: (028) 9097 3760	Invigilators / Information services
5. Low Risk – If the students can access Respondus LDB/Canvas, but experience any of the following issues (in a case where the following settings have been missed or incorrect), then the Module Convenor or school representative should be present: <ul style="list-style-type: none"> <li>- Time limit is activated and closes the exam down before the invigilators want it to</li> <li>- The access code being entered is wrong</li> <li>- Respondus LDB isn't set up</li> <li>- Respondus LDB isn't working</li> <li>- There's no exam set up</li> </ul>	Invigilators/Module Convenor
6. <b>High Risk</b> - If there is catastrophic failure (such as power outage, wide internet failure or Canvas goes down) then the following process should be followed and a decision to abandon the exam will be made, dependant on the expected length of time of that particular failure.  See policy for dealing with Interruptions to Examinations: <a href="https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/Policies/PolicyonInterruptionstoExaminations/">https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/Policies/PolicyonInterruptionstoExaminations/</a>	Invigilators / Information Services

After the examination	
Task	Who does this?
1. Tutors can view submission in Canvas Gradebook/ Speedgrader to provide appropriate feedback and view Quiz statistics.	Module Convenor and Team
2. There should be a school policy set which clarifies the timeframes for releasing scores and feedback to students. Module Convenor should only 'Post Grades' if school policy advises to do so as this will allow students to see their score and feedback.	School / Module Convenor

