On-campus examinations in clickUP that are delivered in computer laboratories

Examinations require different settings in clickUP tools than previously used to comply with the University's regulations that **no exam marks may be displayed to students in clickUP**.
It is essential to pay careful attention to the documents below to guide your online examinations. Pay special attention to the Grade Center settings.

Exam Preparation

- Refer to the Roles and responsibilities for clickUP assessments in a computer laboratory to ensure a well-coordinated examination.
- Refer to Alternative Assessment the UP Way for ideas on suitable solutions, and your faculty's guidelines on how examinations should be conducted.

DISPLAY OF THE EXAMINATION IN CLICKUP

1. Group all the information and tools that you will use for examination on **one Content Area or within one Content Folder.**
2. Include the integrity statement as approved by the Registrar and DESA in the instructions of EACH online exam (clickUP Test, clickUP assignments, Turnitin assignments, graded tools). It is sufficient to add it to the Description box of the exam as all students agreed to comply with the university's Rules and Regulations in their contract during registration.
   "The University of Pretoria commits itself to producing academic work of integrity. I affirm that I am aware of and have read the Rules and Policies of the University, more specifically the Disciplinary Procedure and the Tests and Examinations Rules, which prohibit any unethical, dishonest, or improper conduct during tests, assignments, examinations, and/or any other forms of assessment. I am aware that no student or any other person may assist or attempt to assist another student, or obtain help, or attempt to obtain help from another student or any other person during tests, assessments, assignments, examinations, and/or any other forms of assessment"

TECHNICAL SETTINGS

TURNITIN ASSIGNMENTS

Create your Turnitin assignment as usual.

Use these settings to prevent the marks from showing to the students in clickUP:

- Set the **Feedback Release Date** to a date after your module will be finished.
- Below **Optional Settings**:
  - **Allow submissions after the due date?** Refer to your faculty guidelines on examinations to guide whether you allow late submissions or not.
  - This document provides visual cues if needed**.**

CLICKUP ASSIGNMENTS

- Settings for clickUP Assignments used for examinations
- Other support with clickUP assignments

CLICKUP TEST TOOL

- Settings to use for clickUP test tool during examinations
- Using images in the clickUP test tool
- General support with clickUP tests

GRADE CENTER SETTINGS OF EXAM COLUMNS

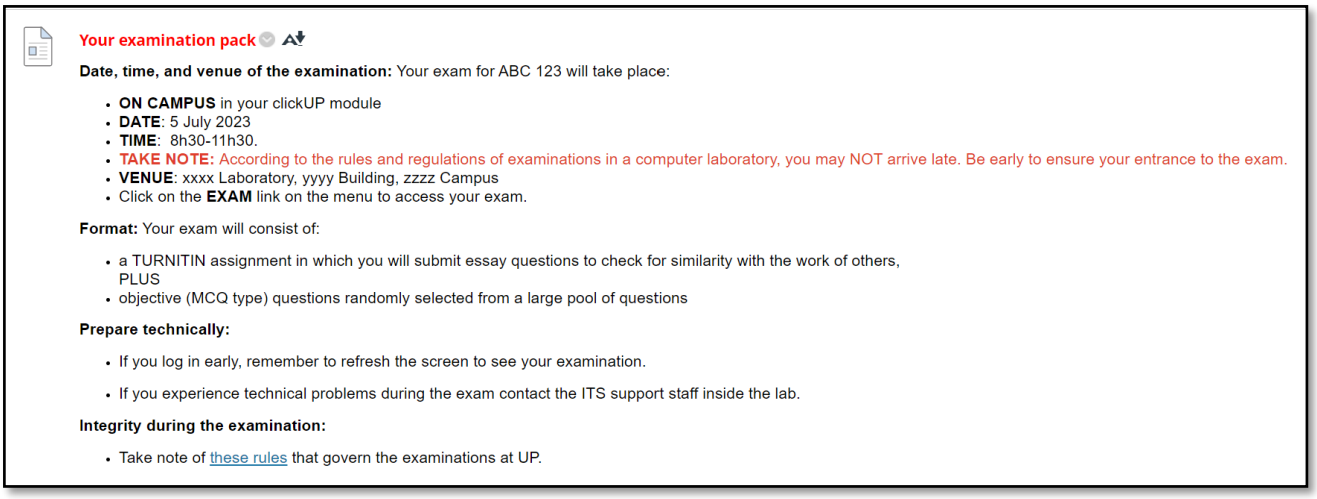
- Set up your Grade Center correctly to prevent students from seeing their examination marks
- Hide exam columns from view for students (see page 2)
- Verify that the correct columns are displayed to students
- Create an Exam Smart view to monitor student's access to an exam a: Video or Step Sheet
- Create Smart Views for Markers if you are a group of assessors.

ONLINE EXAMINATION MODERATION

- Distribute online exam papers to the external examiner

COMMUNICATION WITH STUDENTS

- Send an announcement from clickUP to inform your students of the examination, as well as the date and time the examination will be available, and give clear instructions on where your students can find the "Exam Pack" and examination in the clickUP module.
- Create an **"Exam Pack"** to guide your students. Add an **Item** in clickUP above the links to your examinations to inform them of the following:
  - Date and time of the examination
  - Clear description of the format and implications of the settings you chose on their writing of the examination



Your examination pack

Date, time, and venue of the examination: Your exam for ABC 123 will take place:

- **ON CAMPUS** in your clickUP module
- **DATE**: 5 July 2023
- **TIME**: 8h30-11h30.
- **TAKE NOTE:** According to the rules and regulations of examinations in a computer laboratory, you may NOT arrive late. Be early to ensure your entrance to the exam.
- **VENUE**: xxxx Laboratory, yyyy Building, zzzz Campus
- Click on the **EXAM** link on the menu to access your exam.

Format: Your exam will consist of:

- a TURNITIN assignment in which you will submit essay questions to check for similarity with the work of others,
  PLUS
- objective (MCQ type) questions randomly selected from a large pool of questions

Prepare technically:

- If you log in early, remember to refresh the screen to see your examination.
- If you experience technical problems during the exam contact the ITS support staff inside the lab.

Integrity during the examination:

- Take note of these rules that govern the examinations at UP.

Figure 1: Example of an "Exam Pack" with instructions to students

- TECHNICAL SUPPORT if students will use their own devices for the examination:
    - Refer students to this page to prepare technically for the examinations
    - Advise students to do their examinations from either a **laptop or a desktop computer where possible**.
    - Remind students to use own data, or data provided by UP to access their examination, rather than relying on the UP Connect portal for access.

SUPPORT FROM ITS & EI

- **Technical support to students during examinations is provided by ITS**. (Roles and responsibilities for clickUP assessments in a computer laboratory for details)
- **Lecturer support with examinations is provided by EI. Contact your instructional designer:**
    - **at least 5 working days before** the examination for support with the **contents of the examination**,
    - **at least 2 working days before** the examination for support with clickUP tools' **settings** for examinations, to ensure there is enough time to do the test settings.

During examinations

- Exam emergency checklist
- Monitoring an exam in clickUP while students write
- Reset an attempt (Use with care as this will delete previously answered questions and require the student to start from the beginning!)
- For urgent support to LECTURERS during an exam, call your instructional designer
    - This service is ONLY AVAILABLE TO LECTURERS; NO STUDENTS WILL BE SUPPORTED.
    - Service delivery is during normal office hours. If an examination takes place after-hours, please arrange support **well in advance** with the instructional designer.

After examinations

- Marking submissions
- Use clickUP data to investigate students' queries
- Distribute marked submissions to External examiners
- Exam Perusal