
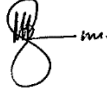


# ONLINE ASSESSMENTS POLICY

Policy Number E-16

Document History

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Policy approved by:		Signature	Date
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Keywords	Education, Proctored Exams, Assessment, Online		

Revision Date	Version	Comment
22/01/2021	0.1	First draft
25/01/2021	0.2	Draft for Comments

## 1. PREAMBLE

As governments across the world continue to introduce regulations to reduce the spread of the Covid-19, Universities must strive to save the academic year and ensure that candidates remain at the center of educational experience. The Department of Education (DHET) has issued guidelines on how universities in the country can continue with teaching and learning. This policy outlines the procedures on how to conduct online assessments for online learning.

## 2. PURPOSE

The Online Assessment Policy is designed to promote fair administration and conduct of all online assessments for the College. The policy details the minimum requirements for each candidate sitting for an online assessment. It is the responsibility of each candidate to ensure compliance with this policy. Esri South Africa College has the responsibility to ensure that candidates and lecturers have access and understand the policy.

## 3. OBJECTIVES

Key objectives of the Online Assessment Policy include the following:

- To outline the minimum standards of a conducive online assessment environment
- To ensure that candidates comply with the minimum ICT requirements as specified in the policy.
- Outline the requirements and violation penalties for online assessments.

## 4. SCOPE

This policy shall be the guiding document for all online or proctored assessment, and it applies to candidates who have decided to undertake summative assessments online. The policy should be read along with the rules and guidelines of summative assessments which are issued to candidates before exam commencement.

## 5. DEFINITIONS AND ABBREVIATIONS

**Online Assessment** is all the quizzes, simulations, examinations, or questionnaires performed online.

**Proctored exam** is an online assessment taken under virtual or electronic supervision.

**System Requirements** is all computer software, hardware components, network and other computer resources needed to take the exam.

**Assessment Room** is the venue selected by the candidate for assessment purposes.

**Assessment Desk** is the table or desk containing equipment for the assessment and shall be placed inside the assessment room.

**ID Documents** is a government-issued document for purposes of identification.

**Candidate** is a current student registered with Esri South Africa College.

## 6. General Requirements

- 6.1 It is the choice of a candidate to take an online assessment or a physical assessment.
- 6.2 A candidate shall notify in writing the lecturer, course leader or student support desk of their choice one week before sitting for an assessment.
- 6.3 A candidate is required to take a test quiz one week before the start of an online assessment.
- 6.4 A candidate is required to check-in 30 minutes before the assessment.

## 7. System Requirements

- 7.1 It is recommended that the candidate uses the following;
  - 7.1.1 a personal computer not issued by an employer,
  - 7.1.2 a system not set up with the company's VPN or firewall,
  - 7.1.3 a wired ethernet connection or home Wi-Fi with minimal disruptions.
- 7.2 It is the candidate's responsibility to ensure there are no power cut/shortages during the assessment.
- 7.3 Unreliable internet connections (wireless network, VPN, mobile hotspot) may lead to being disconnected from the assessment. Refer to point 11.1 for possible violation.

## 7.4 Hardware Requirements

<b>PC / Laptop</b>	Windows 10 Fully charged (keep the Laptop charged or PC on a backup power)
<b>Microphone</b>	A built-in microphone that is switched on and set to 50% + volume.
<b>Web Camera</b>	1280×720 resolution focused directly on you
<b>Internet and data</b>	Ensure you have a minimum of 5GB exclusively available for a 3-hour assessment. Avoid others sharing the Wi-Fi. Download speed - 2 Mbps Upload speed – 2 Mbps
<b>Web Browsers</b>	Latest Google Chrome (preferred) or Mozilla Firefox
<b>RAM</b>	4 GB as a minimum, recommended is 8GB

## 8. Assessment Room requirements

- 8.1 Candidates must ensure that the room;
  - 8.1.1 where the online assessment is being taken is well-lit,
  - 8.1.2 background light or the sunlight do not cause visibility issues for the proctored assessment,
  - 8.1.3 is quiet and free from disruptions,
  - 8.1.4 the walls around you are free from any writing,
  - 8.1.5 no other person may sit or enter the room during the assessment,
  - 8.1.6 no one else may appear through the webcam during the assessment,
  - 8.1.7 no other voice, music and noise may be heard for the duration of the assessment,
- 8.2 Webcam must be active for the entire duration of the assessment.
- 8.3 You will be required to take photos of your testing space during check-in.

## 9. Desk Requirements

- 9.1 You can only use one laptop or desktop screen for the assessment.
- 9.2 The desk should be clear of items except for allowed items, such as a calculator, mouse, pencil, and notepaper.
- 9.3 No headphones are allowed during the assessment.

## **10. ID requirements:**

- 10.1 Candidates will be required to present a government-issued ID and not a photocopy during check-in.
- 10.2 IDs must include the candidate's full names and identity number.
- 10.3 The first and last name on the ID must match the first and last name the candidate used to register for the assessment.
- 10.4 ID must include a recent or recognizable photo.

## **11. Violation and remedial actions**

- 11.1 The candidate will be automatically disqualified from the assessment and receive a grade of 0 for the assessment should they be found to have committed the following;
  - 11.1.1 leave the assessment room before the assessment is complete and submitted.
  - 11.1.2 power failure or internet disconnection before completing and submitting the assessment
  - 11.1.3 clauses 8 and 9
  - 11.1.4 failed to submit the assessment
  - 11.1.5 failed to present an acceptable identity document.
- 11.2 The Assessment Policy shall be used to determine the outcome of the module.

## **12. AMENDMENTS TO THIS POLICY**

The Institution reserves the right to amend this Policy at its discretion. In such a case, prospective and admitted candidates will be informed accordingly.

## **13. REVIEW**

### **13.1 Responsibility**

The responsibility of reviewing this Policy is assigned to the executive committee of the Institution. Consultation and inputs from the full time and part-time Lecturers and Candidates will form an integral part of the Policy review process. Issues raised by Candidates and/or their employers will also be taken into consideration. The institution maintains its responsibility by ensuring that this Policy is accessible to all staff and candidates; all staff receive training concerning the policy and procedures.

### **13.2 Review Date**

This Policy will be reviewed bi-annually for the first two years after registration of the program and thereafter once a year. When evaluating the Policy, reviewers must consider all the relevant policy issues that might have arisen at the beginning or during the academic year.

## **14. ETHICAL CONSIDERATIONS**

- 14.1 No candidate shall be refused to participate in an assessment based on gender, race, or disability.
- 14.2 All information about candidates and admitted Candidates shall be treated with confidentiality and integrity.
- 14.3 In general, support and encourage a learning environment free from harassment and discrimination.

## **15. PLEDGE**

Esri South Africa college commits itself to the implementation, enforcement, and promotion of all the provisions and stipulations of this Policy.