

# Written digital examinations via distance, at first and second cycle

Regulations and instructions

Committee for Higher Education, 2020-06-17



**Karolinska  
Institutet**

# Written digital examinations via distance, at first and second cycle

## Regulations and instructions

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Steering documents at KI must be written in Swedish and, if necessary, translated into English unless otherwise decided. The Swedish version has a preference for interpretation.

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## Written digital examinations via distance

Written digital examinations via distance specifies written examinations that are not conducted in an examination hall and where the student's examination material is submitted digitally. This document includes both regulations and instructions for written digital examinations via distance for first and second cycle education. In addition to these rules, the applicable parts of the other regulations for examinations at KI apply; Rules and instructions for examinations at first and second cycle, Oral digital examination at a distance.

### System for written digital examinations via distance

Written digital examinations via distance can be conducted at KI as an Assignment in Canvas, as a self-marking test in Quiz in Canvas and in Inspira Assessment (Inspira). The different systems offer alternative possibilities for anonymization, plagiarism review and different question types. In all of these systems, it is possible to limit the time that the examination is available to the students, and it is possible to provide extended writing time for students who have been granted that option (see table).

The Unit for Teaching and Learning (UoL) provides information and guidance on how the different systems can be used for digital examinations via distance, as well as pedagogical guidance in designing the examinations..

Table: Comparison of systems

|  | Assignment in Canvas                                  | Self-marking test in Quiz in Canvas                                       | Inspira   |
|--|---|---|---|
| Student Identification   | Login in Canvas via student account                   | Login in Canvas via student account                                       | Individual login code   |
| Anonymous Grading  | Yes   | Only self-marking tests are anonymous during grading                      | Yes   |
| Plagiarism Review  | Yes   | Not applicable for self-marking tests                                     | No  |
| Time limit for examination   | Yes   | Yes   | Yes   |
| Question types   | Document upload, free text                            | Multiple choice, etc.   | Document upload, free text, multiple choice, etc.   |
| Limit for access to questions (Time limit for each question, one question appears at a time) | Yes (through different assignments for each question) | Yes (time limit for each question, show one question at a time)           | Yes (show one question at a time, the student cannot go back to the previous question (Modified Essay Question)). |
| Other functions  |   | For multiple choice questions, the alternatives may come in random order. | Random order of questions and for multiple choice questions the   |

|  |  |  |  |
|--|--|--|--|
|  |  |  | alternatives may come in random order. |
|--|--|--|--|

### **Student identification**

In Canvas, the student is identified by logging in to Canvas with a student account. In Inspera, the student is identified by individual login code that is created and sent to the student.

### **Monitoring during examinations**

Monitoring of students during an examination is achieved as activities are recorded in the system (Inspera, Canvas). Monitoring by webcam or similar shall not be used since there is no basis for a lawful processing of personal data according to GDPR.

In the case of written digital examinations via distance, the circumstances are such that it shall be assumed that students have access to all sources and aids (such as course literature, other literature, notes, websites, calculators).

It should be taken into account in the current situation that complete certainty cannot be achieved regarding who is actually answering the questions or that unauthorized cooperation and communication does not exist. This document proposes measures that are deemed to prevent, as much as possible, attempts at cheating.

If the examiner considers that it is not possible to adapt the examination to a written digital examination via distance for distance at the original examination occasion, this occasion may be cancelled and the students will be referred to a new examination occasion as soon as possible; for example, a re-examination occasion.

### **Anonymous examinations**

According to KI's regulations for examinations, written examinations shall be coded and remain anonymous during the grading so that the examining teacher/examiner does not know who the student is. Assignment in Canvas and Inspera have the possibility for anonymization. Self-marking tests in Quiz in Canvas can be viewed as anonymous, whereas other types of tests in Quiz in Canvas are not anonymous and shall not be used in examinations.

### **Plagiarism review**

According to KI's rules, take-home examinations shall be checked to detect plagiarism using text recognition tools. This shall be done as far as possible for written digital examinations via distance designed to assess theoretical knowledge.

Assignment in Canvas enables plagiarism review through Urkund, while Inspera does not have that function. Plagiarism review can be done separately by sending the exam responses to Urkund via e-mail through the teacher's Urkund account.

Along with information provided with an examination, students shall be informed that they shall formulate the answers independently and that

plagiarism is not allowed. They should be reminded of the importance of correct references when the use of source material and aids is permitted.

### **Individual work**

Normally, cooperation and communication with other students or other persons is not allowed during digital examinations via distance. This shall be stated in the information provided with the examination.

The examiner may allow certain forms of cooperation or communication during the examination if it is pedagogically justified. This shall be stated in the information provided with the examination.

### **Use of sources and aids**

In the case of digital examinations via distance, it is normally not effective to prohibit students from using different sources and aids (such as course literature, other literature, notes, websites, calculators).

It shall be stated in the information provided with the examination that the use of sources and aids is permitted.

### **Time aspects**

The time at which a student will be granted access to the examination and the time when the student shall submit the answers shall be determined and included in the information provided with the examination. The time to answer each individual question may also be limited. Assignment in Canvas, self-marking test in Quiz in Canvas and Inspira have different options to limit the time for the examination and for individual questions.

All systems offer the possibility to provide extended writing time (for the entire exam) for students who have been granted the option.

When the time for answering individual questions is limited, and when the time interval for the examination is determined, the conditions for students with disabilities and students who do not have the language of the examination as their mother tongue shall be taken into account when possible.

### **Started examinations**

The student is considered to have started an examination once they has logged into the system or opened the first question.

If the student concludes the examination without answering the questions and with no special reason, the student will receive the grade fail and will have used up an examination occasion.

**Information for students for written digital examination via distance**

Before the examination begins, students shall be informed about the rules for the examination. The following information may be included. The information is to be adapted for the selected examination, including text in italics below.

**System**

The exam is conducted as an Assignment *in Canvas / self-marking test in Quiz in Canvas / in Inspera*. Add details about course rooms in Canvas or link to Inspera.

**Time**

The written digital examination at a distance becomes available *date and time* and deadline for submission is *date and time*.  
*Time for each question is limited to set minutes*

**Started Examination**

The student is considered to have started the examination once they have *logged into the system or opened the first question*.

If the student concludes the examination without answering the questions and with no special reason, the student will receive the grade fail and has used up an examination occasion.

**Individual work**

Collaboration and communication with other students and other people is not allowed during the written digital examination via distance.

**Use of sources and aids**

All sources and aids (such as course literature, other literature, notes, websites, calculators) are allowed. It is not allowed to collaborate and communicate with other students and other people.

**Plagiarism review**

The answers shall be formulated independently and plagiarism is not allowed. The answers will be reviewed for plagiarism.

Therefore, correct source references are important when use of source materials and aids are allowed.

**Suspected cheating**

In the case of a suspected cheating, the student may complete the examination. In the suspicion of cheating, the student's examination material will not be assessed until decisions have been made regarding the disciplinary case.

**Anonymous grading**

The student's identity is hidden during the grading. Therefore, do not include your name anywhere in the document or in the file name.