

BUas information bulletin about digital testing and proctoring

24 April 2020

Introduction

Since the beginning of the corona crisis, Breda University of Applied Sciences rapidly switched to online education and testing. Lectures, meetings, coaching, and all other educational activities are conducted via MS Teams, the LMS and other online tools. All tests, assessments, assignments and exams within the programmes of BUas are also offered online whenever possible.

Why online proctoring? What is the importance to students and BUas?

The traditional operation of examination enables students to fully concentrate on their exam, and with invigilators in the same room to make sure no disturbances occur and that students live up to logical rules to rule out fraud. Both are important to safeguard the reliability and the value of the exams, which is crucial to both student and BUas.

In this coronavirus impacted situation, not being able to take exams at the BUas campus, online proctoring is the ideal way to still perform examinations and prevent study delays. The online proctoring system BUas applies, will take over the invigilation tasks for us. The system enables using webcam images and sound, analysed remotely by an invigilator.

What are the BUas guiding principles for examinations and online proctoring?

For written exams BUas has been exploring the option of online proctoring. The following principles have been taken into account:

- BUas wants to do its utmost to support students and prevent delays in study progress, and enable students to complete their degree programme within the standard duration of studies. Students are thus rewarded for having studied at home, having followed many classes and projects online.
- Many exams have to be performed in the forthcoming weeks. If these cannot be held, many students will have major problems during their next academic year. This applies to fourth-year students who want to graduate, and for first-, second- and third-year students who would otherwise have to take extra exams next year, resulting in a higher study workload.
- BUas is required to safeguard the reliability and validity of exams. Offering exams in the original way as much as possible, is the way to guarantee validity. Ruling out fraud is necessary to safeguard reliability and the value of exams. To

ensure that these requirements are performed, the BUAs boards of examiners have been closely monitoring the Teaching and Examinations Regulations.

- We want to offer exams as much as possible in their original form, because these are part of a well-designed testing programme, covering the required learning goals and competencies.
- For written exams that can be performed digitally, BUAs applies Surpass, LMS and/or TestVision testing software. Surpass, for example, is a testing system in which all questions are kept in a database and in which tests are being constructed. Students can take the exam on their laptop.
- The proctoring platform should of course guarantee the privacy of students.

How is the privacy of students guaranteed?

The proctoring platform which BUAs selected after careful consideration, ProctorExam, supports all of our requirements:

- It enables online invigilation, in a respectful and data-safe manner.
- The system will be recording you during the exam, using the webcam and the microphone. It registers all actions on your computer, including potential actions that are not allowed during the exam.
- You will have to show your ID, take a picture of yourself and submit these. You will be requested to show the materials you are allowed to use during the exam. When showing your ID, the invigilator wants to see your full name and photo and be able to establish whether it is a legal document. You are allowed to cover your social security number, place of issue, nationality and/or document number.
- A 'room scan' is not applicable. You will not have to show your room. Dress and behave normally. Provide a neutral environment and put special or personal items out of sight.
- After submitting the test, and having performed your required ProctorExam actions, you can shut down your browser. After that moment nothing will be registered anymore.
- Student data, recorded by ProctorExam, will be exclusively available for the appointed ProctorExam and BUAs invigilators, and will be deleted after a programmable time period, by ProctorExam and BUAs.
- The BUAs legal officer has assessed the privacy perspective of applying ProctorExam, and concluded that the use of ProctorExam is the best possible and acceptable way to perform online proctoring, taking applicable privacy regulations (GDPR/AVG) into account.
- Please also note the [BUAs privacy policy](#).

Proctoring is mainly being done afterwards

The reviewing of the exam and all the actions will mainly be done after the exam.

ProctorExam generates a report for each candidate, which enables BUAs to investigate whether fraud was committed during the exam. The fraud indication could, for instance,

have discovered that you left your spot during the exam, that you were doing a lot of talking, potentially indicating that somebody else was sitting next to you. Recordings may show you have been browsing web pages which were not allowed. If the external reviewer or BUas examination staff, based on the report and considering the ProctorExam recordings, conclude that fraud was committed, the usual procedure via the board of examiners will apply. The board of examiners may also review these recordings, if applicable.

What if you do not want to take your exam online?

If you decide not to perform these exams (online) this academic year, you can opt to perform them next academic year, most probably leading to study delay. Given the coronavirus circumstances, no options will be available to you other than those offered now via online proctoring.

More information

More information and specific FAQs about online proctoring and digital testing will be offered shortly via the BUas student portal or refer to the [Digital Assessment website](#). This website will be updated regularly. More specific information about the upcoming exams will be provided to you by your academy.

BUas Education Innovation Team