



Integrity and Security in Assessment and Testing Policy and Procedures – Computer Based Testing for EIT

Policy/Document Approval Body:	Academic Board
Date Created:	12 July 2009
Policy Custodian:	Dean of Engineering
Policy Contact:	Accreditation Manager
File Location:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
Location on EIT website:	http://www.eit.edu.au/organisation-policies
Definitions (if required):	
Review Period:	Three years
Revision No:	3
Date of Revision:	22 October 2014
Date Approved:	2 February 2015
Date Commenced:	2 February 2015
Purpose:	The purpose of this document is to set out the methods of computer based testing used by the EIT to test for integrity and security in processes of assessment.
Scope:	This document is relevant for all EIT higher education students and staff involved with assessment of higher education courses.
Overview (optional):	
Essential Supporting Documents:	
Related Documents:	<ul style="list-style-type: none">- The EIT Ethics Statement- Academic Honesty Policy- Student Code of Conduct- Academic Integrity and Plagiarism Detection Policy and Software Guidelines- Student Consultation Policy

Introduction

Students will have access to the EIT Learning Management System (LMS) called Moodle. Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalised Learning environments. Various assessments such as assignments and quizzes are conducted



through Moodle. Students are provided with the assessment information and supporting documents and once the assessment has been completed the student uploads the assessment to the relevant submission folder. Moodle is designed to be very secure and regular updates are provided by the Moodle administrator.

EIT ensures that Moodle is well maintained and updated annually to ensure security is maintained.

Students are provided with a unique username and password to Moodle and provided with access to their course only. EIT ensures that student log in details are protected with only relevant and authorised EIT employees having access to the details. Students are only provided with access to view their own personal information on Moodle and do not have access to the personal information of fellow students. This includes assessment results, email addresses and locations.

Relevant and authorised coordinators manage Moodle on a daily basis to ensure security is maintained. The IT manager maintains the security of the Moodle site and ensures that Moodle is backed up regularly and that the security of the backups is maintained.

Students are also required to sign a declaration that the work being submitted is their own for each assessment. At the beginning of each course students are also required to sign and upload the EIT Moodle Consent and Privacy Statement and the EIT Academic Integrity Student Declaration forms

The integrity and security of more formal examinations is ensured through one of the following

- Ensuring examinations are managed through an approved examination centre
- Ensuring examinations are managed by an approved supervisor
- Through the Electromet proctoring software.

Due to the use of Moodle based testing facilities, there is need for a thorough set of policies and procedures to detect and minimise any potential for plagiarism or academic misconduct.

Electromet Proctoring Software:

Proctoring software is used to allow testing of a student's knowledge with a high level of integrity in terms of preventing them accessing unauthorized sources of support (either another individual/communication channel or materials); or if the student does access these unauthorized sources of support, we have demonstrable evidence of this breach.

A proctored exam is overseen by either a qualified individual (called a proctor) or by electronic webcam recording software. The EIT virtual exam process is overseen by our remote proctoring software called Electromet. When students access Electromet to do an exam, the online session will be recorded and their computer will be monitored during the exam. Once they finish their exam, the recorded session will be reviewed by the course coordinator and instructor.



How Electromeet Proctoring Works:

1. Instructors login to Electromeet, and generate a URL to send to a student
2. Students receive this URL link to open in their browser
3. This link opens up a window, with a start and stop button. (Also a test button to check webcam/audio is functioning)
4. When ready, students click the start button and Proctoring begins
5. The following is recorded:
 - a. Audio – all audio is recorded for the duration of the proctoring
 - b. Video (from webcam) – one snapshot every 2-30 seconds (Set by EIT, dependant on student bandwidth)
 - c. Option for taking Screenshots of student computer also available – (slow and large bandwidth requirements)
6. This recording is saved on the server, once the student clicks stop. (no large uploads)
7. This recording is filed under the instructors login, for easy access and review.