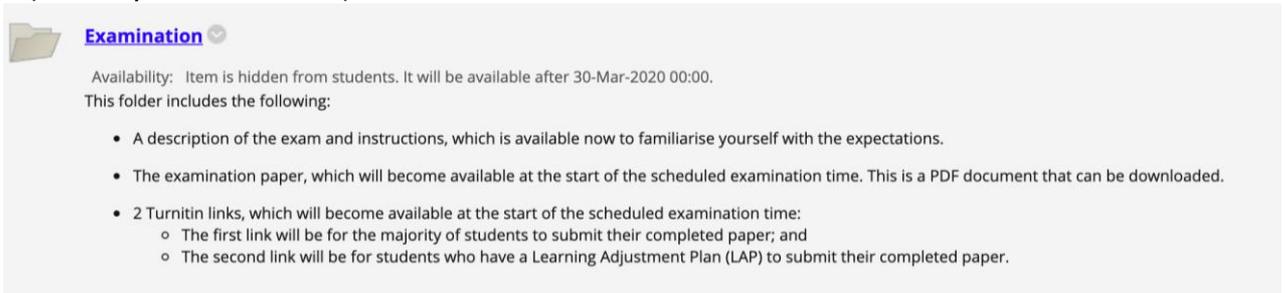


Creation of Open-Book Examination Protocols

1. Adjust the front page of the exam, to include that the examination will be open-book and other necessary adjustments. An example is provided on the second page of this document. Please email this text to Anne for checking.
2. Click in the **Assessment** tab of the Blackboard (left hand menu).
3. Create a Content Folder called **Examination** as per the image below. (Copy and paste text follows in step 4.) Ensure that the folder is not visible for students until the beginning of Week 9 (Monday 30 March 0:00).



Examination 

Availability: Item is hidden from students. It will be available after 30-Mar-2020 00:00.
This folder includes the following:

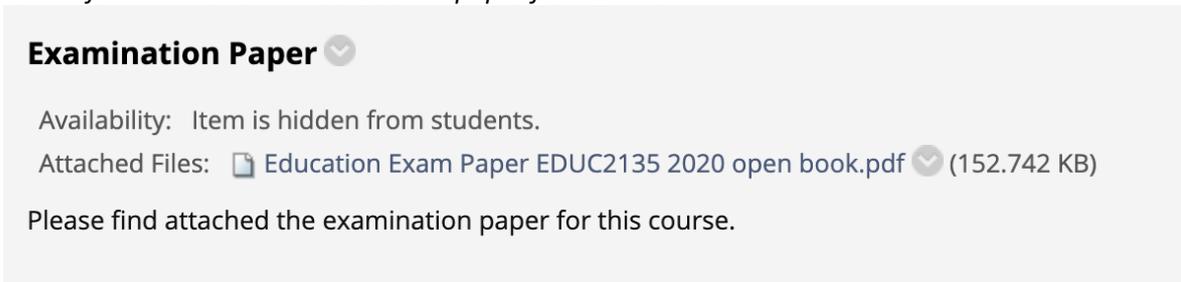
- A description of the exam and instructions, which is available now to familiarise yourself with the expectations.
- The examination paper, which will become available at the start of the scheduled examination time. This is a PDF document that can be downloaded.
- 2 Turnitin links, which will become available at the start of the scheduled examination time:
 - The first link will be for the majority of students to submit their completed paper; and
 - The second link will be for students who have a Learning Adjustment Plan (LAP) to submit their completed paper.

4. Here is the descriptive text for the text area of the Examination folder:

This folder includes the following:

- A description of the exam and instructions, which is available now to familiarise yourself with the expectations.
 - The examination paper, which will become available at the start of the scheduled examination time. The examination paper is a PDF document that can be downloaded.
 - Two Turnitin links, which will become available at the start of the scheduled examination time:
 - The first link will be for the majority of students to submit their completed paper; and
 - The second link will be for students who have a Learning Adjustment Plan (LAP) to submit their completed paper.
5. Create an item and call it **EDUCXXX Exam Description and Instructions**. In this item, copy and paste the front page of your exam. There does not need to be any date restrictions for this. An example is provided on the next page.
 6. Create a second item and call it **Examination Paper**. Upload the exam as a PDF document. If students are expected to write their responses directly into a document, upload in Word instead. However, please ensure students are instructed to save this Word document to their own computer before commencing the exam. Ensure that the document becomes available at the **scheduled exam time**, e.g. Thursday 16 April 9am. In this item, add the following text:

Please find attached the examination paper for this course.



Examination Paper 

Availability: Item is hidden from students.

Attached Files:  Education Exam Paper EDUC2135 2020 open book.pdf  (152.742 KB)

Please find attached the examination paper for this course.

Example front page exam description and instructions:



EDUC 2135 Exam Description and Instructions

SCHOOL:	Education
LECTURER:	Jacinta Petersen
EXAM DURATION: (No formal reading time)	2 hours 10 minutes
MARKS ALLOCATION:	<p><u>Section A</u>: 2 marks each = 20 marks</p> <p><u>Section B</u>: 20 marks each = 60 marks</p> <p>Total marks for exam = 80 marks</p> <p>(Being 40% of the total marks for the unit)</p>

REFERENCE MATERIALS As this is an open-book examination, lecture/tutorial notes and textbook/readings can be used.

INSTRUCTIONS TO CANDIDATES:

1. Create a word document and save it as your student ID number and course code: for example- **287395 2135 exam**.
2. Place your tutor's name at the top of the document you have created.
3. Follow these instructions for each section of the examination:

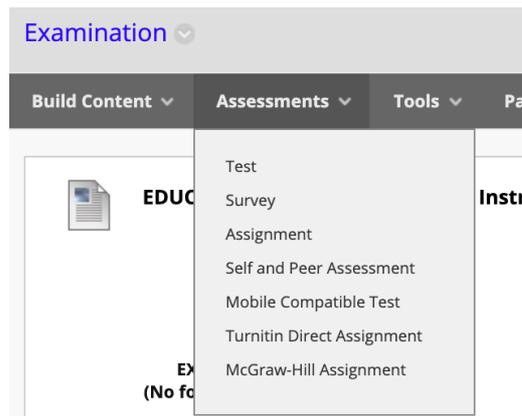
Section A: Define ALL ten (10) key terms that have been explored in the course as short answer responses:

- Please number and label all of these terms.
- These terms need to be written in your own words and should be constructed as a short paragraph (2-3 sentences).

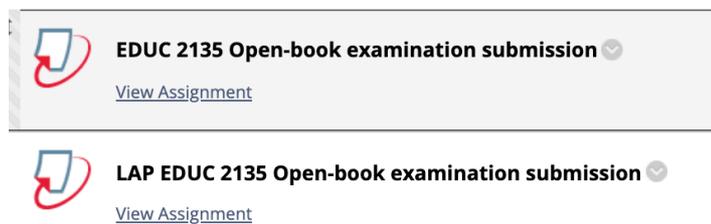
Section B: Answer three (3) out of the five (5) questions as essays:

- Indicate the number of the question that you are answering at the top of each essay.
 - Essays should be structured with an introduction, conclusion and a logically sequenced set of body paragraphs.
 - Standard Australian English needs to be used to communicate key ideas clearly and concisely.
 - As this is an open-book examination, in-text referencing (APA) should be included when referring to a source (both paraphrasing and the use of direct quotes). A reference list is not required.
4. Once completed and saved, upload the document within the exam time frame into the Turnitin link in the **Examination** folder in the **ASSESSMENT** link:
 - For students who have a Learning Adjustment Plan, please use the Turnitin link called **LAP Exam Submission**.
 5. If you experience any difficulties with submission, email the document to your Course Coordinator at the conclusion of the exam timeframe: Jacinta Petersen jacinta.petersen@nd.edu.au.

7. Create two Turnitin links by choosing **Assessments** and then **Turnitin Direct Assignment**:



Name each link using the **course code** and **open-book examination submission**. One of the links needs to begin with LAP (for students who have a Learning Adjustment Plan). The following pictures may help you:



As you set up each link, use the following choices to assist you. Ensure that the start date is the Monday of Week 9 and that the due date is the normal ending time of your exam, e.g. **start time** of 30 March at 0:00 and **due date** of 16 April at 11:10am (2 hours 10 minutes if the exam begins at 9am). Choose the **post date** as December 31 (any time), which will mean that it will not be released to students, as by that stage they are no longer enrolled in the course.

Assignment Details

* Assignment Name: EDUC 2135 Open-book examination submission

Assignment Description: Please upload your completed exam here by 11:10am.

Submission Method: Allow both

? * Overall Grade: 100

? * Number of parts: 1

Start Date: 2020-03-30 00:00:00

Due Date: 2020-04-16 11:10:00

Post Date: 2020-04-25 20:42:00

Exclusions

- Exclusion icon Exclude small matches by: Do not exclude small matches
- Exclusion icon Minimum value to exclude: 0
- Exclusion icon Exclude bibliographic material: No
- Exclusion icon Excluded quoted material: No

Account Specific

- Exclusion icon Use GradeMark: Yes

Repository

- Exclusion icon Paper Repository: Standard Repository
- Exclusion icon Check stored student papers: Yes
- Exclusion icon Check Internet: Yes
- Exclusion icon Check Journals and Publications: Yes

Choose the option under **Assignment** that **students cannot resubmit**.

Grades

- Exclusion icon Reveal grades immediately: No
- Exclusion icon Ignore Turnitin Grades: Yes

Assignment

- Exclusion icon Report generation speed: Generate reports immediately (students cannot resubmit)
- Exclusion icon Blackboard Group: No Group
- Exclusion icon Grading Schema: Text
- Exclusion icon Turnitin Rubric: No Rubric
- Exclusion icon Students view originality reports: Yes
- Exclusion icon Allow late submissions: Yes

For the LAP link, repeat the process, but ensure that the extra time has been added to the due date, e.g. **due date** at 11:30am (2 hours 30 minutes).

8. Share the process with students during the lecture/workshop times in Week 9 and get them to navigate the section where the Instructions and Turnitin links are located. Explain that the examination paper will become available at the scheduled exam time.
9. 30 minutes prior to the exam beginning, post an announcement reminding students that the exam will begin shortly. Ensure that you choose the option to send a copy of the announcement as an email.
10. Exams do not need to be marked in Turnitin, but all lecturers/tutors need to record marks for each section of the exam and provide these to the course coordinator. If you use Turnitin to record marks, students will not see the marks or comments due to the post date restrictions.