Online assessments for GEA1000 (Circular 1)

Dear students,

Hope all of you are doing well and making good use of the recess week to rest (and study!).

The purpose of this message is to provide information on the way our Mid Term Test is going to be conducted (and the Final Exam as well). We will be using a secured platform called "Examplify". Some of you may have used this platform before for other modules. To reiterate, the Mid Term Test will be held on 12th March (Saturday) at 3.15pm.

Essentially, when we conduct the synchronous assessment online, the device (laptop or desktop) that you are using for the assessment will be 'secured' and all network connections will be disabled. The assessment needs to be downloaded locally onto your device (prior to the commencement of the assessment) and only when you complete the assessment will your answers be uploaded onto the server (when network connections resume). The device that you will be using for the assessment will henceforth be known as your **Primary Device.**

It is highly recommended that you start familiarising yourself with the software and its interface. To do this, we would recommend the following:

(a) Go through the deck of slides on the software, prepared by our Center for Instructional Technology (CIT). The slides can be found here: https://wiki.nus.edu.sg/x/daBJCw (select the one that says "This is for the exam with Examplify and Zoom Proctoring"

(b) View a short video, also prepared by CIT on how to use Examplify. The video (Examplify Student briefing) can be found here https://wiki.nus.edu.sg/display/DA/Examplify+Student+Briefing+Video

(c) Install Examplify on your primary device. **This device has to be a laptop or desktop machine. Phones and tablets are not suitable for this purpose.** Remember to create an exclusion in your anti virus software. Steps required to install Examplify can be found here https://wiki.nus.edu.sg/display/DA/Download+and+Install+Examplify and instructions on how to create an exclusion for your anti virus software can be found here https://wiki.nus.edu.sg/pages/viewpage.action?pageId=187604919

(d) Register to Examplify (the slides will show you how).

(e) There are some 'practice questions' in Examplify. These are **not GEA1000-related** but you can try them to familiarise yourself with using the software and the interface. The practice papers can be found here https://wiki.nus.edu.sg/display/DA/Practice+Exams. You should choose "Practice Exam – Non-Secure Block Internet" as that will be the setting we will be using for our Test and Examination. If you need more help with Examplify, you may contact CIT, more information can be found here https://wiki.nus.edu.sg/display/DA/Technical+Support

Proctoring : In addition to the primary device you will be using for the assessment, you will require a **Secondary Device** (e.g. a mobile phone, tablet) that needs to be set up for the purpose of proctoring via Zoom. The basic set up requirement is:

(a) the secondary device is to show your side profile, sitting in front of your primary device, attempting the assessment. Please see picture below on what your invigilator should be seeing on zoom. On the date of the assessment, you will be required to log into Zoom using your NUS ID account. Logging in using your personal ID and using nicknames will not be allowed.

Image 1: Camera's angle for Zoom proctoring

(b) You may need to have a stand to hold up your secondary device.

(c) You need to find a brightly lit place to do your assessment so that the zoom videos will show you and your surroundings clearly. Furthermore, you should be at a place where you can safely remove your mask for the duration of the assessment as we would need to see your face (without the mask) for identification purposes.

(d) You should download and install Microsoft Teams on your secondary device, sign into Microsoft Teams using your NUS ID. This is to facilitate us (GEA1000 team) and NUS IT contacting you in the event assistance is required to troubleshoot technical difficulties on the assessment date itself. If you do not have Microsoft Teams installed (and logged in), we would not be able to contact and assist you.

The format of the Mid Term Test is as follows:

Date: 12th March,

Time: 3.15pm

Scope: Chapters 1 and 2 (videos covered in weeks 1 to 4). We will not ask any software (Radiant or Excel) related questions.

Duration: 40 minutes (students with official approval from University will be granted additional time)

Number of Questions: 10 MCQ/MRQ (Multiple Response Questions)/Fill in the blanks. These would be similar to those you have seen in Quizzes 1 and 2.. You will be allowed to go forward and backward through the questions and change your answers during the test. **But you will only be allowed one submission**. There will be many different versions of the question paper. Each of you will be randomly assigned one version.

Format: It will be an open book test, meaning that you will be allowed to refer to books, notes, as well as materials (e.g lecture videos) that you have stored locally in your primary device (the one that will be 'secured'). However, you are not allowed to communicate with anyone via any means during the test, using other devices. Anyone found in violation of these rules would be regarded to have cheated. I would like to refer you to the Code of Student Conduct which can be found here https://nus.edu.sg/osa/docs/default-source/osa-doc/resources-and-policies/code-of-student-conduct.pdf?sfvrsn=14040e3d_4

In particular, note that any student who is found to have committed academic misconduct would be given a F grade for the module and be subjected to disciplinary action by the University.

For the purpose of familiarising you with Examplify, we will mount a 'sample' practice assessment next week. It is strongly recommended that you download the assessment and experience how the software works. More details of the sample assessment will be provided in due course.

 You should start to learn how to use Examplify immediately by viewing the resources (slides and videos), and of course download the software on your device. Please keep this document for future reference.

More details and timelines for the test will be provided in due course.

You may also wish to refer to Appendix A for a list of Frequently Asked Questions (and the answers to them).

Kah Loon

On behalf of GEA1000 Team

February, 2022

Appendix A (FAQ for GEA1000 Online Assessments)

1) Question: Are we allowed to have hardcopy/printed notes or books with us during the assessment?

Answer: Yes, it is an open book assessment. You can refer to anything, either in hard copy or soft copy (downloaded into your primary device before the test).

2) Question: Are we allowed to have pen, paper and other materials on the table? What about calculators?

Answer: Yes, it is an open book assessment. You can have writing materials on the table. Calculators (any type) are allowed but no other electronic devices (other than the secondary device used for Zoom proctoring).

3) Question: Are we allowed to open up other programs (e.g. Microsoft Excel) on my Primary Device and use them during the assessment?

Answer: Yes, you can navigate to other programs/windows on your Primary device and make use of them. As your device will be 'locked down', you will not have network connections so any programs that requires a network connection will not be usable during the assessment.

4) Question: Are we allowed to have a secondary display connected to our primary device (the one used to attempt the assessment)?

Answer: No, only one screen is allowed, which is the one from your primary device, the device that will be network locked during the assessment.

5) Question: Can I use an external keyboard that is connected to my laptop?

Answer: Yes, you can use an external keyboard.

6) Question: Are we allowed to use our ipad/mobile device for the assessment (e.g. to refer to notes stored on the device)?

Answer: No, if you wish to refer to soft copy notes, you have to download them onto your primary device beforehand. You cannot access Examplify using your iPad or any tablets/phones. Neither are you allowed to refer to any other device during the test other than your primary device. You can use your iPad / phone as the secondary device for zoom proctoring. If your ipad/phone is not used as the secondary device, we strongly advise you put them away as they should not be around you during the assessment.

7) Question: My home is not conducive for me to take the assessment and I will be taking the assessment from a campus location. As such, I am not allowed to remove my mask. Can I go through the test with my mask on?

Answer: We understand that some of you may have this constraint, although we would still like to encourage everyone to have a personal space to take the assessment in accordance to the guidelines provided. However, in the scenario that this really cannot be done, we will allow students to wear their mask during the assessment if they are in a public space provided

(a) No virtual background (which will be disabled) to be used for the zoom proctoring session (this applies even for those who are not in public spaces).

(b) Student must still have enough space to set up a secondary device for proctoring, providing the invigilator of the side view as per requirement. Student should also ensure that the place used is quiet and without distractions.

(c) Student may be required to remove the mask at some point during the test briefly, for identification purposes.