

# REMINDO GUIDE FOR LECTURERS AND MODULE COORDINATORS

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## RESOURCES FOR THE REMINDO TESTING PROCESS

### Introduction to Remindo

Remindo is the digital testing platform for examinations at The Hague University of Applied Sciences (THUAS). Remindo has been used in the Law Department since 2021. The practices for the use of Remindo are under construction and subject to change. This resource is designed to help you find the assistance you need when writing your examination. The resource explains the roles of the Assessment Committee, Remindo Key Users and the Management Team in the Remindo examination process. It includes instructions for the input of questions in the Remindo Question Bank and videos and screenshots and recordings to demonstrate the features in Remindo.

To ensure you are up-to-date on any new guidelines for Remindo testing, always check the current guidelines from the Assessment Committee and any announcements from the LAW Management Team about policies and processes in Remindo. Please note that if your examination is not on the Remindo platform, this resource does not apply to your examination. You should, instead, consult the Assessment Committee to understand the process for non-Remindo examinations.

### Gaining Access to Remindo

Newly hired lecturers and teaching assistants should contact a Remindo Key User and ask to be given access to the Question Bank and the Administrative environment and should also provide their email address and user name when requesting access. The Key User will ensure that the proper access is granted in time for the preparation of questions for the exam.

### Assessment Committee

The deadlines for exam submissions and the guidelines for developing exams, including the number of questions, types of questions and how to assure the quality of your examination are promulgated by the Assessment Committee. The channel for the Assessment Committee under Team Law on MS Teams is: <https://tinyurl.com/2p9bnps6> You can post any questions about those issues in that channel.

### Remindo Key Users

LAW has a number of key users who help with technical questions about inputting or reviewing the questions in the Remindo Question Bank or with the review, correction or download or grades following an examination. Remindo Key Users also assist in understanding how to remove questions, arrange for a review moment for students and with your user profile and assess to the Remindo platform. Questions about these issues can be placed in the Remindo channel under the Team LAW on MS Teams: <https://tinyurl.com/35cuwwne> One of the Remindo key users will read the question and respond in the channel.

## LAW Management Team

The Management Team (MT) cooperates with the Assessment Committee and Remindo Key Users to ensure the quality of Remindo Examinations. Consult the MT for questions concerning the caesura (cut-off for passing grades), the guess factor (a university rule regarding the percentage chance for a student to correctly guess a Multiple Choice exam question). More serious questions about the quality of an examination, nullification of a Remindo exam are consulted with both the MT and the Assessment Committee.

## Overview of the Exam Process in Remindo

The examination process has several steps, but lecturers are usually only concerned with the first two steps:

- creation of course learning outcomes by a Key User,
- input of questions by module lecturers,
- review of individual questions in the four-eye process by a lecturer designated by the module coordinator,
- creation of an exam, based on a matrix by a Key User,
- review of the exam by the module coordinator,
- scheduling of the exam by the Key Users,
- administration of the exam by the Faculty Office,
- correction of any open or short answer questions,
- analysis of results by the teaching team,
- adjustments to results (changing the caesura, removing faulty questions, etc.),
- reporting of results,
- reviewing of exam questions in an exam review moment with students,
- evaluation of the exam process by the lecturer team and the Assessment Committee.

1, The examination process begins with a notification to the Remindo Key Users about the Learning Outcomes for your course. This step only applies if it is the first time that your course is using Remindo for your examination. The Key Users will input the Learning Outcomes into Remindo so that you can begin adding questions to the Question Bank. If you do not inform the Key Users of your Learning Outcomes, you will not be able to add questions.

2. Once the learning outcomes are in Remindo, the questions can be input in Remindo in the Question Bank. That process is depicted in words, screenshots and screen recordings/videos below in the section entitled, “Adding Questions to the Question Bank in Remindo.” The questions in the question bank should also have an explanation of why an answer choice is correct or incorrect to assist students in understanding why their response was correct or incorrect.



## Adding Questions to the Question Bank in Remindo

### Instructions

Log into Remindo at <https://hhs.remindotoetsmanager.nl/>

If you are not already authenticated, you will need to do the authentication using the HHS Login (see image right)

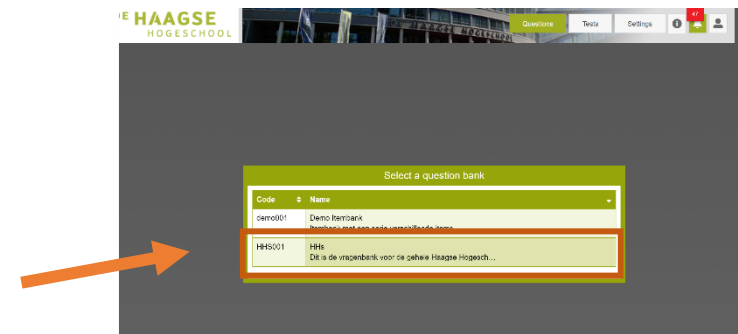
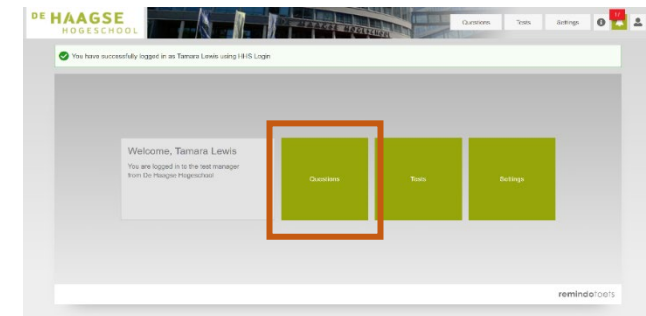
If you are a Key User, you will see the screen to the right. If you are a lecturer, you will see Questions and Tests.

If you do NOT see Questions and Tests, contact a Key User to be given access to the Question Bank.

Click the box “Questions” (on the left) to go to the question bank

Choose the Question Bank “HHS”

### Screenshots and Recordings



## Review of the test moment by Module chairs

The Assessment Committee has developed a second quality assurance review for the full exam in Remindo. After Key Users generate the test and test moment, Module chairs will review the exam by entering the Remindo Scheduling environment found here: <https://hhs.remindotoets.nl/>

The quality assurance questions are set forth below for illustrative purposes only. Please contact the Assessment Committee for the most up-to-date version of this quality checklist.

### Checklist quality of the test moment - to be FILLED IN BY THE MODULE CHAIR

#### Test moment in general

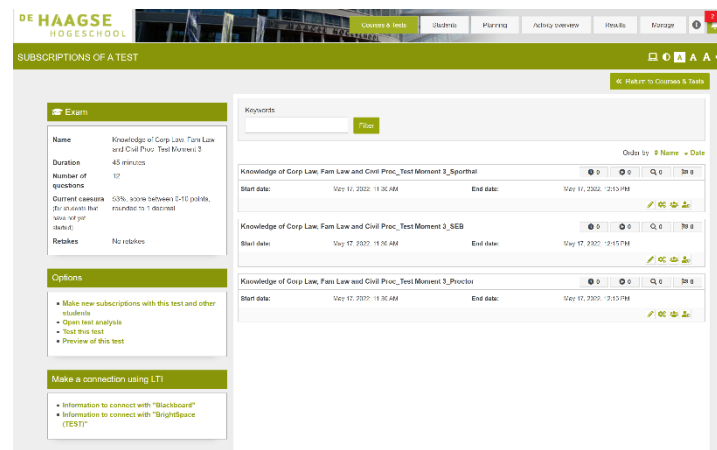
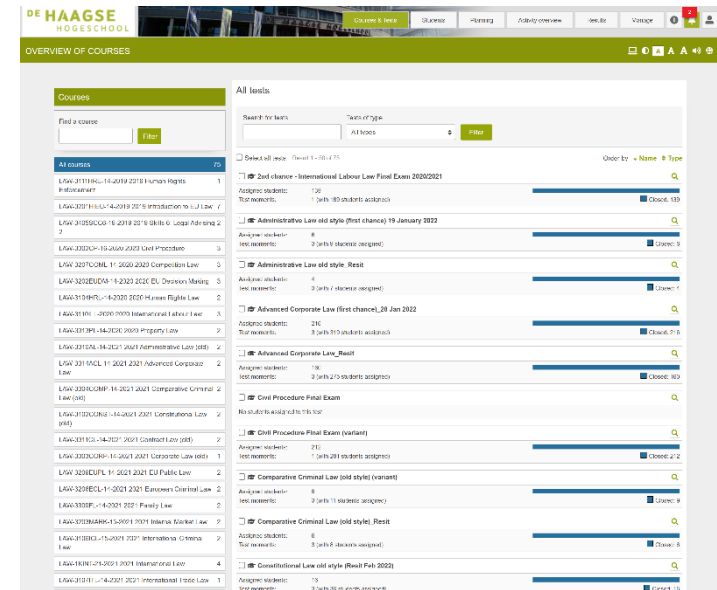
The test moment has been previewed in Remindo	Choose an item.
The test moment is coherent and consistent (i.e., same terminology, same abbreviations, same structure of statement questions etc.)	Choose an item.
All the applicable learning objectives are tested in accordance with the test moment matrix.	Choose an item.
All the questions are distinct (no substantive overlap between questions etc.)	Choose an item.
The size and difficulty of the test moment is proportionate to the exam time	Choose an item.
The correct PDF documents are included on the cover page and also other information included there is correct (e.g. time of the exam).	Choose an item.


Access the full exam by entering the Remindo Scheduling environment and choosing the tab “Courses and Tests”. This will show all tests that your account has been associated with in Remindo. Contact the Key Users if you do not see the appropriate examination.

When you find the examination. Click on the magnifying glass to the right.

The window will open with all instances of the exam moments. Note that these are all the same exam.

Click on the “Preview this test” under Options on the second menu to the left.



<b>Name</b>	Knowledge of Copyright Law: Part 1 and Part 2 (Copyright Law Overview)	<b>Institution</b>	LAW-1071010-21 Knowledge of Copyright Law: Family Law 2021
<b>Duration</b>	45 minutes	<b>Exam Name (first chance or resit) and Course Code</b>	LAW-1071010-21 (Test 2)
<b>Number of questions</b>	12	<b>Exam date and start time:</b>	12 May 2022, 11:30 h
<b>Caesura</b>	00h, score between 0-10 points, rounded to 1 decimal	<b>Duration of the exam:</b>	45 min
<b>Retake</b>	No retake	<b>How many calls time:</b>	1
<div>  This is a preview of the test. It is available for anyone who follows the link to the test code. </div>		<b>Teachers involved:</b>	Nadia Ruzanova, Maria Mironova, Myra de Paik, Rosalya Stata, Jan Bormann, Janine Linn
		<b>Exam is taken via Remindo, Moodle, Blackboard:</b>	Remindo
		<b>Exam URL:</b>	None
		<b>Exam is available for support during the test:</b>	No, available
		<b>Students are allowed to use the internet:</b>	No
		<b>Students may use internet applications:</b>	Yes
		<b>Students may use textbooks:</b>	No
		<b>Students may use a calculator:</b>	No
		<b>Students may use a pen and paper:</b>	Yes
		<b>Additional materials:</b>	No
		<b>Question 1</b>	



## VIDEO: Test Moment review by Module Chairperson

View a video demonstrating the module chair process here:

## Review Moments in Remindo

Students receive the feedback on the answer choices shortly after their exam has run. At the writing of the guide, the review moment takes place after the full allotted time for the exam. To set up the review moment, lecturers can follow these steps.

Enter the Remindo Scheduling environment. (This environment is not the same as the Question Bank and Test environment.)

Link to the Remindo Scheduling environment: <https://hhs.remindotoets.nl/>

- Go to **RemindoToets**
- Ensure that you are in the “planning” tab (see tabs at top of page)

- Choose the tab on the right, above the calendars entitled 'Create new review moment'
- You should see in the first box labeled 'Review linked to' the words "Test Moment". Toggle the triangle and choose 'Test')
- Select the test moment, using the triangle at the right of the box labeled 'Test moment'
- Select the proper test in the box to the right of the word 'Test'
- Choose a start date and time for the next two boxes 'Start available from' and 'Start available to'
- Choose a duration for the test to be available – e.g. 90 minutes. Enter the duration in the box with a number OR move the dot on the line to increase or decrease the minutes. [NB – if a student opens the exam, then leaves the environment, they cannot re-enter, even if the total amount of time did not expire. Student must stay connected to the environment.]
- The remaining choices should be made in consultation with the LAW management team and Assessment Committee. Note that you are able to control the ability to make comments about the exam, to show who corrected a question (not available for MCQ exams), limit the visibility of correct questions, all questions, answers to questions, etc.
- There is an option to do the exam with a Safe Exam browser in place. This browser is for locking down the ability to navigate in the browser during the exam review. Again, these options should be first consulted with the LAW management team and the Assessment Committee.

## VIDEO: Creating a Review Moment in Remindo

Always contact the Assessment Committee and follow the most up to date instructions for what to do in a Review Moment. This video was created early in the Remindo process and may not have the most recent preferences for LAW.

