PREPARING FOR ONLINE EXAMS
Ensuring Robustness and Security

EXAM DESIGN: BE AUTHENTIC

1. Have a blueprint
2. Include questions that assess
   - Higher order thinking
   - Application (e.g. case studies, simulations)
3. Decide on format
   - Open-ended (e.g. essays, reflective logs, performance tasks)
   - Selected-response items (e.g. multiple choice questions, matching, true/false)
4. Establish marking rubric

MAKE ARRANGEMENTS FOR SPECIAL NEEDS STUDENTS

- Work with student, faculty, and relevant departments to establish need

MANAGE ANXIETY

- Inform students what to expect
- Allow for trial runs

BEFORE EXAM DAY

1. Decide on platform
   - ExamSoft
   - LumiNUS
2. Configure exam settings (e.g. opening and closing time, time limit, randomization, exam password, forward-only)
3. Plan for remote proctoring via Zoom

ON EXAM DAY

- Verify students' identity and take attendance
- Ensure that you and your students are logged in to Teams
- Address technical difficulties raised by students to Online Exam Support (if needed)
- Monitor unusual behaviours
- Provide time extension (if necessary)
- Ensure submissions are complete before dismissing students

ENSURE SECURITY

- Familiarise students with academic honesty
- Encourage honest behaviours

FAIL ON SECOND DEVICE

Position second device at a side in order to have a clear view of the student’s face, hands, the exam device, and surrounding workspace.

RESOURCES

- Designing effective online assessments
- Conducting assessments online

SUPPORT

- Online exam overview
- Online Exam Support Help Desk

Centre for Instructional Technology
http://www.cit.nus.edu.sg/

Centre for Development of Teaching and Learning
http://nus.edu.sg/cdtl