Online Exams – FAQs for academic staff

The online Exams Diet for Academic Year 2020/21 continues to be delivered by Student Administration through collaboration between the academic community, DLTE, Information Services and the wider School Support Service.

On average the University will deliver over 500 exams online averaging 14,500 individual sitting annually. Exams take place at the end of each Trimester as well as the Reassessment (resits) in the summer. Exam dates can be found on MyNapier

Is there a template I should use for my Exam Question Paper?
School Administrators will send an email to all Module Examiners at the beginning of each trimester with details of when exam question paper should be submitted and details of where to send the papers. Links to further guidance and the examination paper template will also be provided.

When should I submit my Exam Question Papers?
Module Examiners are encouraged to prepare their exam question papers and submit to their School Office by the deadline provided in the email. This deadline is to ensure there is enough time for the exam question papers to be formatted and sent to the External Moderators/Examiners for comment and to allow enough time to upload the final exam question papers to Exam Moodle Server.

Exam Duration and Timings
Exams will be delivered in a robust timed model, with exams available to students for double the duration of the exam time, to ensure an inclusive approach for all students, to allow students time to submit their answers, taking account of any technical/network difficulties that students may experience.

To ensure compliance with Professional, Statutory and Regulatory Body (PSRB) requirements, a limited number of exams will be administered in accordance with specific timeframes agreed between the University and the relevant body.

The start time for all examinations is 11am (UK time). This should allow students studying Edinburgh-based modules but who are currently located overseas to engage in the examination at the same time as UK-based students.

Examination Integrity

In order to highlight the integrity of the examination process, students are advised that the University may undertake some post-exam interviews with a selected number of students. Students are assured that if they are contacted for this reason, the interview is not a test of and is not something to be concerned about and that the process is designed to provide the University with information on how the student group as a whole engaged with the examination in the online space. It is therefore highlighted as a quality assurance process, detail on which might be used by the Programme Assessment Boards when reaching their decisions on overall module results.

It is important that all students abide by the Student Conduct Regulations in undertaking these examinations. Exam answers will also be checked through Turnitin for originality.

Will students be able to request alternative forms of assessment?

Yes, students may be able to request an alternative assessment, such as on online viva, etc. Students would have to discuss this type of request with their Module Leader/Examiner, who may then want to take further advice from the Wellbeing and Inclusion Team if the request is linked to specific circumstances, such as a medical/health condition. The potential limiting factor to these requests may be that any Professional Bodies involved may also have to be consulted by the Module Leader/Examiner.

Will I know which Exams will be delivered in each Trimester?

School Administrators will receive a spreadsheet of all possible centrally timetabled exams from the Student Systems Team in approximately week 4 of the trimester. This will be shared with Module Examiners for checking the exam information held on SITS is correct and up-to-date with regards to how your exam will be scheduled in the Exam Timetable.

I have an issue with the scheduling of my Module on the Exam Timetable
Student Administration Team are responsible for the administration of exams and can be contacted at exams@napier.ac.uk

Where do I find the Exam Timetable?
The Exam Timetables for Trimester 1, 2 and 3 are published 6 weeks prior to exams commencing and Resit Exam Timetable 4 weeks prior to exams and can be found at Exam Timetable

Can I view my Exam Question Paper prior to the Exam?
Module Examiners are encouraged to check they have access to the correct exams on the Moodle Exams server . You will receive and email, usually 2 weeks prior to the exam dates, when access is available for you to check. If you have any access issues contact your School Administrator and they will be able to check you are enrolled on the module. If there is an issue with your Exam Question Paper email your enquiry to exams@napier.ac.uk

Where do I access the Exam Question Papers?
All exam question papers will be uploaded onto the Moodle Exams server you will receive an email, usually 2 weeks prior to the exam dates when access is available for you to check.

Do I need to be available online on the day my Exam is taking place?
Module Examiners are encouraged to be available online at the start time of their exam (see link for Exam Timetable) and be available to answer any questions students may have on the Question Forum on Moodle Exams server for their particular module. We would suggest checking into your module on the Moodle Exams Server at start of the exam and then checking the Question Forum during the exam.

How can additional Markers be added to the Exam Moodle Server?
Please contact your Programme Administrator and ask them to give access to the Moodle module in the usual way, as Moodle Exams is a duplicate of access to regular Moodle modules.

What should I do after my Exam has taken place?

You should go back to the Exams Moodle Server and hide your exam if it is still visible. Check the submissions and contact the Exams team if any have a 'draft' status.

Grade the submissions and export the marks as a spreadsheet from the Gradebook. Support for grading submissions is available from the Learning Technology Advisors.

Can I share samples of students completed exam answers with External Examiners?

This Moodle exams – External Examiners shows how to provide External Examiners with access to sample scripts. Although, it may be worth checking with your School Administrator how your School provides External Examiners with sample scripts.

What to do if a student contacts you regarding late submission of their Exam Answers?

Late exam answer papers will not be accepted after 15 minutes after the scheduled end time of the exam. Students who have not submitted in time and consider they have validating extenuating circumstances should be referred to MyNapier Extenuating Circumstances

Sanctions for late submission in relation to marking

Any late submissions will be timestamped as being 'late' for the Examiner's information. At this point there are currently no sanctions identified within the University Regulations for late submission if the form of assessment is an examination.

What to do if a student contacts me regarding technical difficulties they are experiencing?

Students should be directed to exams@napier.ac.uk who will work with IS to help resolve any issues the student may be experiencing.

How should students submit their Exam Answers?

Students create an answer document of their own using Microsoft Word or another word processor. Acceptable file formats are Microsoft Word (doc, docx), PDF, OpenOffice (odt). Apple Pages are not acceptable and students should export these

as a PDF before uploading to the exams server. The student video shows how they access their exams and upload their answer documents.

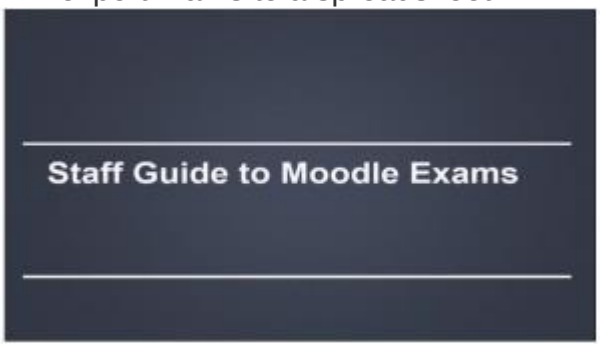
Feedback to students?

The Exams Moodle Server is not designed for student feedback and feedback on examinations is not currently part of the assessment process relating to exams.

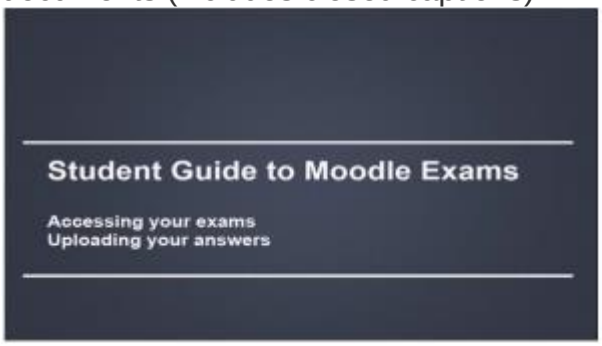
Quick Links and Videos

Staff can view this video which provides an orientation to the Moodle exams and shows how to

- respond to student enquiries in the questions forum
- view and download submitted answer documents
- allocate markers to students if there is a marking team
- grade submissions while the exam is still available (see separate guide for attaching Turnitin Rubrics to exams)
- collate second marker comments
- export marks to a spreadsheet.



The student video shows how they access their exams and upload their answer documents (includes closed captions).



For help and support with Moodle Exams submissions and grading please contact exams@napier.ac.uk

Moodle Exams Server

Exam Timetable

MyNapier Exams

exams@napier.ac.uk