

Moving A2 and A3 assessments online in July 2021




In our current situation, the A2 assessments, including sit-down, invigilated examinations and all other online assessments, have been suspended. All post-graduate assessments have been postponed. The A2 and A3 assessments will resume after the recess and will take place online. Information on an A4 assessment opportunity will be communicated in due course. ([Prof. Stan du Plessis, Communique 28 June 2021](#)).

This document aims to bring together assessment advice and guidance from advisors in teaching and learning, learning technology and learning technology support, to protect the fairness of the A2 and A3 assessment opportunities and the integrity of the assessments without overloading the SUNLearn platform. Our main point of advice is to consider designing online assessment tasks as open-book tasks, focusing on higher-order thinking rather than using closed-book, recall-based tasks.

The infographic below provides a thinking tool to assist you with your decisions and actions:

Assessment: JULY 2021

Start with what you have. If you had planned assessment that was going to be:

 uninvigilated online	Assuming that your assessment is open-book ready and that you have considered ways of ensuring the integrity <ul style="list-style-type: none">• you do not need to make any adjustments
 invigilated online	Is your assessment open-book ready? If not, <ul style="list-style-type: none">• reconsider the questions in terms of both content and type
 invigilated face-to-face	Is your assessment open-book ready? If not, <ul style="list-style-type: none">• reconsider the questions• select the most appropriate online tools

for help with

- reconsidering your questions, contact your CTL advisor
- selecting the most appropriate online tools, contact your BLC

**Please see details of CTL advisors & BLCs [below](#).*

SUNLearn resource for online assessment

The '[Lecturer Support for Teaching Online](#)' page on SUNLearn offers general advice on [assessment](#) during the ERTLA/ARTLA COVID-19 period. A variety of text-based resources as well as recordings of several series of webinars on online assessment are available:

1. [Webinar recordings](#)
2. [Assessment resource](#)

3. [Formative assessment and Feedback](#)
4. [Rubric design and use](#)
5. [Using Multiple Choice Questions](#)

General assessment guidelines and SUNLearn tools

All assessment tasks that require online submission should allow 30 minutes submission time. Students should be informed that this is not extra writing time but is to allow for submission via slow connections. (Senate decision, 2020). Should students encounter problems during that time, they can contact their faculty's emergency email address (please refer to 'Faculty emergency email addresses' at the end of this document).

We would like to urge you to provide opportunities for mock tests for students, especially first-year students, to get used to assessment in the online environment before the formal A2/A3 assessment opportunity.

We propose using the quiz, assignment and Turnitin assignment tools on SUNLearn. It serves to support lecturers in setting up appropriate and optimally functioning SUNLearn assessments for A2 and A3 2021. (Please consult the [Technical Guidelines for SUNLearn Assessments](#) and the 'How to' Guide on the '[Lecturer Support for Teaching Online](#)' page.

Based on lessons learned during our previous experience of emergency online assessments, we would like to highlight the following two aspects:

- Is the chosen assessment activity in SUNLearn the most appropriate one for assessing the stated outcomes while also adhering to the principles of [good assessment](#) at SU?
- Is the chosen assessment activity set up for optimal SUNLearn usability and stability?

Academic integrity and honesty plug-in

In response to reported incidents of cheating during online tests and examinations on SUNLearn, and to prevent such incidents from re-occurring, the University's Committee for Information Technology Communication in Teaching and Learning has approved a set of rules and regulations that students will be required to accept before they can access assessments of this kind. (See the student communicate [Academic Integrity in Online Assessment](#).)

The honesty plug-in for online assessments (updated August 2020) has been installed on SUNLearn to ensure that students are required to read and accept a disclaimer before they may begin with a test or examination. Students who fail to comply will be subject to disciplinary action if found to have contravened these conditions during online assessments.

Instructions on how to include the set of rules and activate the honesty check plug-in in a quiz as well as information on how to ensure your students acknowledge and agree to uphold SU's commitment to academic integrity can be found in the '[Unsupervised Online Assessment Disclaimer](#)'.

Scheduling arrangements

Examination scheduling is handled by the Division of the Registrar (Examinations and Timetabling) and will be updated as new information becomes available. You could also consult with the Vice-Dean (Learning and Teaching) in your faculty.

All assessment details will be collated by the faculties' Blended Learning Coordinators (BLCs) and added to the assessment calendar.

Support information

Faculty	Blended Learning Coordinator (BLC)	Centre for Teaching and Learning Advisor (CTL)
AgriSciences	Name: Ms Kathryn Wirth Email: wirthk@sun.ac.za	Name: Ms Charmaine van der Merwe Email: cvandermerwe@sun.ac.za
Arts and Social Sciences	Name: Mr Lennox Olivier Email: lennox@sun.ac.za	Name: Dr Karin Cattell-Holden Email: kcattell@sun.ac.za
Business School	Name: Mr Macdonald Chapwanya Email: macdonald@usb.ac.za	
Education	Name: Ms Delecia Davids Email: deleciad@sun.ac.za	Name: Dr Anthea Jacobs Email: jacobsa@sun.ac.za
Economic and Management Sciences	Name: Ms Magda Barnard Email: magdabarnard@sun.ac.za	Name: Dr Gert Young Email: gyoung@sun.ac.za
Engineering	Name: Ms Brigitte Pegado Email: brigittepegado@sun.ac.za	Name: Dr Karin Wolff Email: wolffk@sun.ac.za
Military Science	Name: Ms Kristin van der Merwe Email: kristin@ma2.sun.ac.za	Name: Dr Nicoline Herman Email: nherman@sun.ac.za
Medicine and Health Sciences	Name: Ms Mariette Volschenk Email: m volschenk@sun.ac.za Name: Ms Kanita Brits Email: ebrits@sun.ac.za	Name: Dr Gerda Dullaart Email: gdullaart@sun.ac.za
Law	Name: Ms Alma Coertzen Email: al mac@sun.ac.za	Name: Ms Claudia Swart Email: claudias2@sun.ac.za
Science	Until 31 July 2021: Name: Mr Lennox Olivier Email: lennox@sun.ac.za From August 2021: Name: Dr Ilse Rootman-le Grange Email: ilser@sun.ac.za	Name: Dr Hanelie Adendorff Email: hja@sun.ac.za

Theology		Name: Ms Jean Farmer Email: jeanlee@sun.ac.za
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Additional support

Learning Technology Support (and help with access to SUNLearn)	SUNLearn Help Desk: https://learnhelp.sun.ac.za
Language Centre	Service for Online Learning and Teaching: http://www0.sun.ac.za/languagecentre/?p=3111
Student Feedback Office	Request for Electronic Student Feedback Form: http://www.sun.ac.za/english/learning-teaching/ctl/student-feedback
Centre for Student Counselling and Development	http://www.sun.ac.za/english/learning-teaching/student-affairs/cscd
Disability Unit (DU)	http://www.sun.ac.za/english/learning-teaching/student-affairs/cscd/disabilities
International Office	http://www.sun.ac.za/english/SUInternational/international-students
Academic Planning and Quality Assurance (APQ)	https://www.sun.ac.za/english/learning-teaching/learning-teaching-enhancement/APQ/Pages/Home.aspx
Student Support	Online Learning and Teaching Support for Students: http://www.sun.ac.za/english/online-teaching-support-students

Faculty emergency email addresses

Based on a recommendation by the Ombud, an email address has been created for each faculty to allow **students who experience technical difficulties** when uploading their assessment onto SUNLearn an emergency route for submission within the allowed 30-minute submission time or quiz writing time. As this email address is focused on file submissions it can only be used where students are expected to submit a file (e.g. a Turnitin assignment, an assignment/essay or a quiz type question that allows file submissions). Every faculty's email address is linked to their BLC / Online Learning designer, e.g. SubmitFASS, SubmitENG.

For your faculty's emergency email address and guidelines, please consult your BLC / Vice-Dean (Learning and Teaching).