

Protocol exams in Brightspace and Turnitin 2020

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Please get in touch with ecole@hum.leidenuniv.nl if you have any questions about setting up Brightspace for your exams.

Take home exam on Brightspace – individual

When? You want all students in your course to take the same take home exam with the same questions.

N.B. Please get in touch with ecole@hum.leidenuniv.nl if you intend to use different versions of the same exam or sort students into groups.

How?

- 1) **Create a grade item** (If you do not plan to register exam grades in Brightspace, go to step 2.) In *Grades > Manage Grades*, create a new grade item by clicking on *New > Item*.
 - a. Choose a [grade item type](#).
 - b. Tab *Properties*
 - i. Give the item a recognisable name (e.g. “Exam A”).
 - ii. Under *Grading > Maximum Points*, write 10 (if using the Numerical grade item type).
 - iii. Under *Weight*, write the percentage weight of the exam.
 - c. Tab *Restrictions*
 - i. Give the grade item a start date. This date indicates from which moment students can see their grade, if you have graded their submissions via Brightspace or filled in their grades.
 - d. Click *Save and Close*.
- 2) **Create the Assignment**. This is where you provide students with instructions and the exam questions. Students submit their answers here and see their (Turnitin) feedback.
 - a. *Course Tools > Assignments > New Assignment*.
 - i. Tab *Properties*
 1. Give the assignment a recognisable title.
 2. Write instructions for students in the instructions box.

3. Add the exam questions (if using a document) via *Add Attachment > File > My Computer > Upload*.¹
 4. In *Submission, Completion and Categorization*, you may change any settings, but make sure to leave the Assignment Type “Individual Assignment”. Under *Submissions*, “Only one submission allowed” is the recommended option.
 5. In *Evaluation and Feedback > Score Out Of*, write “100” if you intend to use Turnitin Feedback Studio for grading. Write “10” if you intend to use Brightspace’s assessment interface. Leave blank if you plan to grade offline.
 6. [Link the Assignment to the relevant grade item](#).
 7. If you want to [mark anonymously](#), tick “Hide student names during assessment”.
 8. If you want to use Brightspace’s annotation tools, tick “Make annotation tools available for assessment”.
 9. Scroll back up to go to the tab *Restrictions*.
 - ii. Tab *Restrictions*.
 1. Set a due date (deadline) for the exam.
 2. Set a start and end date under *Availability*. The time between the start date and the end date is when the assignment with the instructions and exam questions are available to students. It is recommended to set the end date after the due date; this way, students can still submit their exam for a limited period after the deadline of the exam has passed.
 3. If there are students that require extended exam time, in *Special Access > Add users to Special Access*, set the due, start and end date. In *Users*, tick the boxes to select students. Click *Save*.
 4. Go up to the fourth tab, “Turnitin®”
 - iii. Tab *Turnitin®*
 1. Tick *Enable GradeMark® for this folder*. This will automatically enable Turnitin Originality Check (= plagiarism check) as well.
 2. Change any settings as preferred, but the default settings tend to be enough.
 3. Click *Save and Close*.
- 3) **Set up the exam folder in the course**. This is where you will create a folder in which you place the Assignment and Declaration of Originality.
- a. If you do not have a folder called “Exams” or “Tentamens”, click + *New Unit* in Content. Include “Exam” and the exam date in the title. Add a description. Click on the toggle to make it visible. Click *Save*.
 - b. Click *Create New > HTML Document*. Name it “Declaration of Originality”. Paste the official text of the Declaration of Originality in either or both Dutch and English. See Appendix A. Check whether this is the most recent version. **Including the Declaration of Originality is mandatory**. Students should not

¹ You can also choose to include the questions in the Instructions box or choose a different format.

submit it as part of their submission. Click the toggle to make it visible. Click *Save*.

- c. Click *Add Existing > Assignment*. Click on the title of the Assignment(s) you created earlier.
- d. Do **not** add the exam questions in this folder. The exam questions are added in the Assignment (see step 2)a.i.3).
- e. It is recommended to make this folder visible before the start of the exam. This allows students to see where they can find the exam and read the Declaration of Originality in advance. Students do not have access to the exam questions outside of the start and end dates set in the Assignment properties.

Student Instructions

1. In advance, explain how the exam will take place. In short: students have to open the exam by opening the folder named "Exam (date)" in Content. Here they will find the exam instructions and the link to the assignment. Alternatively, students can navigate to Course Tools > Assignments. Students make the exam at home and submit their file(s) before the deadline. By the nature of the exam, students are allowed to meet, discuss, and Google, but time is limited. No proctoring will be used. Trust and loyalty, that is.
2. In advance, explain the **purpose of the Declaration of Originality**. Students should read it. It cannot be checked whether they have read the text, or even agreed with it. **Including the Declaration is mandatory**.
3. In advance, ask the students to **use the best internet connection** they can get. Maybe in their parent's house there is a wired connection, which is preferred over wi-fi.
4. Inform them about the **due date (deadline)**, especially the time. Tell them what the OFFICIAL due date is, but also that you accept exams that are a little bit too late because of slow internet connections etc. Ask them to not wait until the very last minute to submit, but a little bit earlier. Papers that are submitted after the Due date will be marked "Late" in Brightspace with the exact submission time. If the end date is set after the due date, late papers can always be submitted; the Turnitin Assignment will NOT become unavailable. You don't want students to submit their exams to your mailbox.
5. Inform them on the **file type** to submit. On Windows, **Microsoft Word is the de facto standard**. It is assumed that most students have Microsoft Office on their laptops. On the Apple/Mac platform the Pages and TextEdit word processors can both export to Microsoft Word format. Like MS Word, the PDF format is also accepted.
6. Turnitin does not accept files that are larger than 100 MB, or have more than 800 pages, nor does it accept papers that contain only images.
7. Ask them to use an updated browser, like Firefox, Google Chrome, or Microsoft Edge. Internet Explorer is **not** supported for Brightspace; Safari is discouraged.
8. Students will receive a confirmation email of their submission by Brightspace automatically. If they do not find such an email within minutes, they can go to the Assignment again where the status of their submission is listed. They will also see a submission confirmation upon submitting.

The Exam

1. At the Start date the Assignment will be made available for viewing, and students can download the written instructions if included.
2. At, or just before the Due date, students start to upload their Exam files. Students access the assignment via the Exams folder in Content, or via Course Tools > Assignments.
3. Submitted assignments will appear in the Assignment submissions overview (Course Tools > Assignments) as soon as they have been submitted by the students.

Assessment, Grading and Publishing Grades/Feedback

1. Go to Course Tools > Assignments. In the column “Completed”, you will see how many students in the course have submitted their exam assignment.
2. Open the assignment by clicking on the assignment title.
3. You will see an overview of all submitted assignments sorted alphabetically by students’ last name.
4. To open the Turnitin Feedback Studio, click on the percentage bar under *Turnitin® Similarity*. You can then go through all students’ submissions by clicking next in the Feedback Studio. Please [see this manual](#) for detailed information about grading assignments in Brightspace using Turnitin Feedback Studio.
 - a. Enter a grade out of 100 in the Turnitin Feedback Studio. This grade is saved as draft and won’t be visible to students until you click on “Publish (All) Feedback” in Brightspace’s Assignments tool.
5. To open the Brightspace assessment studio, click on the title of a student’s submitted file. Please see [this manual](#) for detailed information about grading assignments in Brightspace. Make sure to click Save as Draft before continuing to the next submission; this ensures that grades and feedback won’t be visible to students until you click on “Publish (All) Feedback”
6. By clicking on “Publish (All) Feedback”, the grades will be communicated to Grades and, depending on the visibility of the grade item and/or the assignment, will be visible to students. If the grade item **and** assignment are set to Hidden from students, the students will not see their grade (yet). If the end date is past, students won’t be able to see the exam instructions but will be able to see feedback and grades if feedback has been published. If either the grade item or the assignment is visible to students, they will also see published grades and/or (Turnitin) feedback. See [this manual](#) for more information on making grades visible to students.
 - a. **Remove the end date from the Assignment.** Go to *Course Tools > Assignments*. Click on the arrow next to the assignment title and select *Edit Assignment*.
 - b. *Tab Restrictions*. Untick the box End date. Alternatively, move the end date back by the required amount of days to enable students to see their feedback and/or grades.

Appendix A: Originaliteitsverklaring

Verklaring van originaliteit

Met het indien van dit examen bevestig je dat:

- dit werk door jou is opgesteld zonder hulp van anderen (niet van toepassing op groepswerk);
- je geen werk van / met andere studenten besproken, gedeeld of gekopieerd hebt;
- je alleen gebruik hebt gemaakt van bronnen die expliciet zijn toegestaan door de vakdocenten en je duidelijk verwezen hebt naar alle bronnen (gedrukte , internet of een andere bron) die in het werk worden gebruikt in overeenstemming met de cursusvereisten en de aanwijzingen van de vakdocenten;
- dit werk niet eerder is gebruikt voor andere cursussen in het programma of voor vakken van een andere opleiding of universiteit, tenzij uitdrukkelijk toegestaan door de docenten;
- je begrijpt dat elke valse claim met betrekking tot dit werk zal leiden tot disciplinaire maatregelen conform de reglementen van de universiteit en de opleiding en dat een eventuele valse claim wordt gemeld aan de examencommissie en dat deze disciplinaire maatregelen kunnen leiden tot uitsluiting van het vak of de opleiding;
- je begrijpt dat jouw werk zal worden gecontroleerd op plagiaat, zowel door middel van software voor plagiaatdetectie als door middel van andere methoden voor fraudedetectie;
- je het belang begrijpt en onderschrijft van fraudebestrijding en dat je je ervan bewust dat (grootschalige) fraude kan leiden tot het ongeldig verklaren van het gehele examen, hetgeen gevolgen kan hebben voor alle studenten.

Declaration of originality

By submitting this test, you certify that:

- this work has been drafted by you without any assistance from others (not applicable to group work),
- you have not discussed, shared, or copied assessment work from/with other students;
- you have not used sources that are not explicitly allowed by the course instructors and you have clearly referenced all sources (either from a printed source, internet or any other source) used in the work in accordance with the course requirements and the indications of the course instructors,
- this work has not been previously used for other courses in the program or for course of another program or university, unless explicitly allowed by the instructors,
- you understand that any false claim in respect of this work will result in disciplinary action in accordance with university regulations and the program regulations, and that any false claim will be reported to the Board of Examiners and that disciplinary measures can result in exclusion from the course and/or the program,
- you understand that your work may be checked for plagiarism, by the use of plagiarism detection software as well as through other measures taken by the university to prevent and check on fraud and plagiarism,
- you understand and endorse the significance of the prevention of fraud and that you acknowledge that in case of (gross) fraud the program could declare the exam invalid, which may have consequences for all students.

Appendix B: Support websites

[ECOLe helpdesk](#)

[Digital assessment at Humanities](#); this is the ECOLe site on assessment

For reference, see the Manual for Digital Assessment on the website on [Tools & tips for digital examination](#)

ECOLe's general website on [Online education at FGW – support & guidelines](#)

[Teaching Support GATEWAY](#), the university-wide website on Remote Teaching

When students experience technical problems with the exam, they should contact the instructor who can contact ECOLe during office hours: ecole@hum.leidenuniv.nl or 071 527 2773.