Open-book exam duration and timing report

Please note that the format of the report has changed for Michaelmas Term 2020. In particular, additional time is no longer added automatically for candidates with alternative arrangements.

This report provides exam timing information and highlights candidates who <u>may</u> have taken longer than permitted to complete their open-book exam and/or started the exam later than expected. It is intended to provide departments with a list of candidates for whom further investigation (based on other sources of information available) may be warranted when considering whether any penalties should be applied.
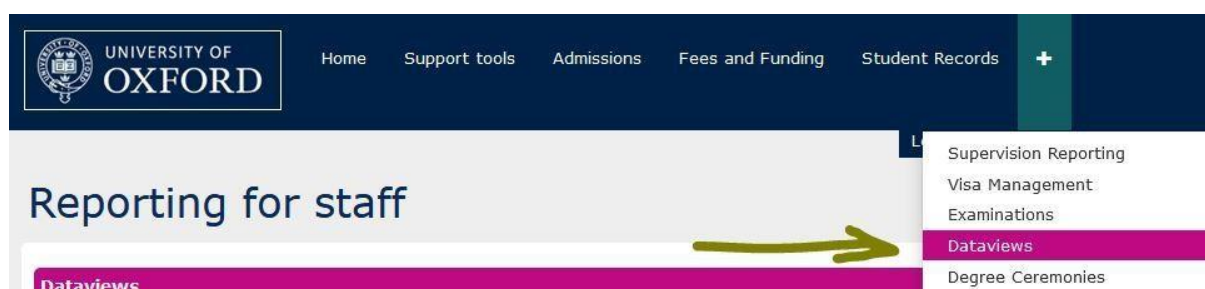
Examples of other information that may need to be considered alongside this report include dispensation notices that departments have received for their candidates and direct correspondence with candidates or their colleges, e.g. regarding last minute change of location that affect the time zone from where they have sat their open-book exams.

Note: This report should **not** be used in isolation when determining whether penalty is applicable without further investigation and consulting other available sources of information, as appropriate. Further guidance is available throughout this document.

Accessing and downloading the Exam duration report

The report will be available on eVision from 2pm each Monday, with information for exams that took place the preceding week (and all previous weeks). The first report will be available on Monday 11 May, for Week 2 exams.

1. Log into eVision (https://evision.ox.ac.uk)
2. Select Dataviews from the ribbon at the top of the page (you may need to click the plus sign on smaller screens).

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3. Scroll down to Examinations and Assessments on the Dataviews page and click on **Exam Board: Online Exams Timings**.

4. In the next screen, use the three drop down boxes to select the week you wish to view a report for and to filter by Exam Board or Paper ID as required.

5. Click **Run Report** to view the report on screen
6. If you wish to download the report as an Excel file, click the **save icon** and select **Excel**.

7. You must save the file to a University recommended secure location, such as SharePoint or OneDrive.

Using the Exam duration report

This report contains information on when each candidate downloaded the exam paper (i.e. started the exam) and submitted their exam response, as well as the duration between download and upload, and should help you identify candidates who have spent longer than permitted on the exam and/or have started the exam later than we would expect, based on their time zone.

To help with this, it contains further contextual information on the candidate's time zone, how they submitted their exam, and any approved alternative arrangements affecting the candidate. Please note that due to the sensitive nature of these information, they should be deleted from the report before any wider circulation unless it is considered strictly necessary to include them.

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The report will contain the following columns:

Field	Explanation
Candidate Number	The anonymous candidate number (this is called 'User' in the WebLearn Downloads spreadsheet)
Week Number	The week of term in which the exam took place
Paper ID	The paper number for the exam
Exam length	The length of the exam in minutes (this will be the adjusted length for the Open Book Exam, including agreed 'technical time')
Exam start time UK	The start time for students based in the UK (i.e. 9.30am or 2.30pm)
Candidate Timezone – Correspondence address	The time zone associated with the candidate's correspondence address country as recorded in their student records. NB for countries that span multiple time zones, the time zone indicated will not necessarily be the time zone in which the candidate is based. Instead, it will be the time zone for the latest permissible start time in that country.
Expected start time	Based on the candidate's time zone, when we would expect them to start the exam (in UK time). For candidates receiving the exam paper via email, this will be set to 30 minutes after the exam paper was emailed to them.
Expected duration	The permitted length of the exam for the candidate – N.B. for Michaelmas Term exams this does not include any extra allowance for alternative arrangements, and these will need to be calculated separately.
Candidate download time	When the candidate downloaded the exam paper from WebLearn, or when the exam paper was emailed to them if they were unable to use WebLearn to download it
Candidate submit time	When the candidate submitted their exam response to Weblearn or via email
Candidate duration	The time in minutes spent on the exam (calculated as the difference between download of the exam and submission of their exam response)
Submission method	Indicates if the exam response was submitted via WebLearn or via email.
Start time flag	Flags if the student started the exam later than expected (i.e. more than 30 minutes after the permitted start time for their time zone): 'Late start': the candidate started the exam later than expected [blank]: the candidate started the exam at a permitted time 'n/a': the candidate could not access WebLearn and received their exam paper by email
Submission flag	Flags if the student has taken longer than expected to submit their exam response: 'Late submission': the candidate submitted later than expected 'Late submission with Exam Adjustments': the candidate submitted later than expected, but has Exam Adjustments recorded in SITS which may have allocated them additional time – please check [blank]: the candidate submitted within the permitted duration of the exam 'No submission': the candidate has not submitted their response **Please note that a 15 minute grace period is automatically applied before a late submission is flagged**

Exam Adjustments	Y: the candidate has alternative arrangements or dispensations recorded in SITS for the relevant academic year.
Student Exam Board	The candidate's Exam Board – N.B. this is the Exam Board on which the student is enrolled, not the default Exam Board for the exam paper

Please note that this report flags cases that warrant further investigation, and does not assess the validity or permissibility of any late start or late submission. Where a case is flagged, this should be assessed in the first instance to see if there is cause for concern, and further investigation conducted, based on other information available to departments, before any penalty is applied.

Please consider, in particular, the following caveats around flagging in the report:

Start time flag

- The time zone used to calculate a candidate's expected start time is a best guess based on their correspondence address. If this is not their time zone on the day of the exam, they may be incorrectly flagged as having a late start (or we may fail to flag a late start if the error works in their favour). Before any penalty is applied, the candidate's correct time zone should be established.

- A candidate's time zone is based on the *country* of their correspondence address as recorded in their student records. For countries that span multiple time zones, the report errs on the side of the candidate, assuming the time zone with the latest permissible start time for the exam.

- Candidates in the time zones GMT-3 to GMT+0 are expected to take any afternoon exams at the same time as UK students (this will be the morning/lunchtime at their local time). However, they may have genuinely misinterpreted the guidance and believe their exam should be taken before 10:00 the following day.

- Candidates are expected to start the exam within 30 minutes of the expected start time for their time zone (though they may take it any time from the UK start time), and the report will flag any start time later than this, even by one second. Discretion may need to be applied in deciding what counts as a genuine 'late start'.

- Where a candidate has not been able to use WebLearn to download the exam paper (i.e. start the exam), this flag will read as 'n/a' and the report will not show when the candidate first tried to download the exam paper; instead it will show the time that the candidate was emailed the exam paper. Note that students will then be expected to start the exam within 30 minutes of the exam paper being emailed to them.

Late submission flag

- For all candidates, a 15 minute grace period is applied before submission is flagged as late – e.g. for an exam expected to last 120 minutes, the flag will only appear if the candidate takes more than 135 minutes.

- This report does not account for any additional time allocated to candidates with alternative arrangements or dispensations. **Please note that this is a change from the Trinity Term 2020 report which did include a 60 minute allocation.** Where a candidate is flagged for late submission, but there is a record in SITS of alternative arrangements or dispensations, this will be flagged for further investigation as 'Late submission with Exam Adjustments'. A late

submission flag here simply means that the standard duration for the exam has been exceeded, and not that the candidate has exceeded any specific duration agreed for them.

- For candidates unable to download exam paper via WebLearn, a further 30 minutes is allowed for in case of delays in receiving the emailed exam paper. However, submission time is recorded as when the email containing the exam response was received by the university, not when it was sent by the student. Further investigation of the time that student sent the email may be warranted if a candidate submitted using email is flagged as submitting late.

- If a candidate successfully downloads the exam from WebLearn but is unable to upload their exam response and submits by email, the report will apply a late submission flag if the email with the candidate's exam response is received outside of the permitted duration for the exam paper, even if the first submission attempt (i.e. completion of the exam) was within the permitted period.

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