

Protocol for offering a verbal test - **examiner**

PRIOR TO OFFERING THE TEST

- 1) Prepare the (face-to-face or online) verbal test.
 - a. Check the technical requirements for recording a verbal test and test the recording functions.
 - b. Check which students are entitled to extra test time. Consult the Domain Office for a list of facilities allocated to students by the Departmental Examination Committee.
- 2) Inform the student in good time about the following technical and practical matters.
 - a. The requirements set for the assessment. Think of:
 - i. the student's visibility during an online test (for example, the student's face and ears)
 - ii. the rules that - in the case of an online test - apply to the surroundings in which the student may take the test (including quiet space, no other people present).
 - iii. which items the student is allowed to use during the verbal test.
 - b. Indicate that to prove his/her identity, the student must be able to show his/her legal ID at the request of the examiner.
 - c. In the case where the (face-to-face or online) verbal test is administered by one examiner, point out to the student that a recording of the test will be made and indicate that the student gives permission for the recording by taking part in the test. If, due to personal circumstances, the student does not want or cannot be recorded at home or at all, he/she can contact the student counsellor. The student counsellor will then examine whether there is a risk for which HZ must take a measure and include this in an education agreement and submit it to the Domain Director for signature. This procedure is described in the policy Studying with a need for support. A measure could be, for example: facilitating a room in which the test can be recorded at HZ or an administration of the test by two examiners.
 - d. Inform students of the Protocol for taking a verbal test – student and of the Exam Fraud Regulations and Rules of Conduct, that also applies to verbal test. Indicate that the use of things other than those that are expressly permitted is fraudulent. Mention also that making recordings of a verbal test is reserved to the examiner. Any student recording a verbal test in any way is considered fraudulent.

- e. Indicate – in the case of an online test – whether there is a backup option for the student if the laptop or Wi-Fi falters.
- 3) Take into account the required number of examiners. See the HZ Test policy.

DURING THE TEST

- 1) In the case where the test is administered by one examiner, remind the student that the test will be recorded. Indicate that by taking the test, he/she agrees to the recording.
- 2) Indicate for a student who is entitled to extra facilities how much extra test time he/she will receive.
- 3) In the case of an online test, determine whether the student's surroundings are suitable for taking the test. If necessary, ask the student to show the entire room with his/her camera.
- 4) In the case of an online test, check whether the student is clearly visible with face and ears.
- 5) If in doubt about the student's identity, ask for his/her original and valid legal identification document. This can be a valid passport, a valid Dutch ID card, a valid ID card of a EEA country, a Dutch driving license or a valid Dutch foreign national's document (for example a Residence document or a Foreign Nationals Identity Document). Identification with a copy or a photo of a identification document is not possible. The student clearly displays the legal identification document on his/her desk and leaves it there during the exam, to enable the supervisor to inspect the document.
- 6) In order to be able to check whether a student is not using unauthorised items, the student may be asked during the online test to show the surroundings with his/her camera.
- 7) When a (face-to-face or online) verbal test is administered by one examiner, make a recording to enable an evaluation of the assessment together with a second examiner and to enable a reassessment, if the result requires it. Store the recording for 6 weeks after the test date. If it is necessary for the students to show a legal ID in order to confirm their identity, the recordings should be started after the legal ID has been shown, due to privacy rules.
- 8) If – in the case of an online test – the connection is lost and restored, the test can continue. The last question that was asked and not yet answered does not count. Make a note of the interruption on the test protocol. If the connection is not restored, the test is invalid. If the connection with one or more group members is not restored, when testing a group of students, the test is invalid for all members of the group.
- 9) In case you noticed a peculiarity during the test or if a student expressly requests you to report a peculiarity he has noticed, fill in an official report form and submit the fully

completed official report to the Domain Office. Use the form that is also completed by invigilators for written tests. Mention per student which peculiarities occurred during the test, for example 'The connection was lost twice', etc.

AFTER THE TEST

- 1) Evaluate the assessment according to the rules about calibration from the HZ Test Policy.

From September 13, 2023, this protocol replaces the protocol for offering a verbal test - examiner of March 1, 2003.