

Protocol for offering an online verbal test – **examiner**

PRIOR TO OFFERING THE TEST

- 1) Schedule the online test.
 - a) Take into account any technical problems that may arise in the planning and schedule sufficient breaks.
 - b) Schedule extra time for students who are entitled to extra test time. Please consult the Domain Office for a list of facilities allocated to students by the Departmental Examination Committee.
- 2) Inform the student in advance about technical and practical matters. This can be done in the invitation or in an email, for example. Consider the following:
 - a) State the rules that are set for the test (including face and ears visible). Indicate which rules apply to the surroundings in which the student may take the test (including quiet space, no other people present). Clearly indicate which items the student can use during the test (dictionary, calculator, etc.).
 - b) Indicate that to prove his/her identity, the student must be able to show his/her ID at the request of the examiner.
 - c) In connection with privacy legislation, specify that a recording of the test will be made and indicate that the student gives permission for the recording by taking part in the online test. If the student does not agree to this, the test will not be taken online. There should be an option to opt out. In that case, the student will be given the opportunity to take the HZ test at a time to be determined.
 - d) Inform students of the [Exam Fraud Regulations](#). Indicate that the use of things other than those that are expressly permitted is fraudulent. Mention also that making recordings of an online test is reserved to the examiner. Any student recording an online test in any way is considered fraudulent.
 - e) Indicate whether there is a backup option for the student (for example, the smartphone with the Teams app if the laptop or Wi-Fi falters).
- 3) Check in advance with the student whether the instruction (test task) is clear and offer space for questions and support.
- 4) Take into account the required number of examiners.
 - a) Two examiners in case of a test with great importance:
 - in connection with inspection by the student and the possibility of appeal;
 - to allow random checks afterwards by the test committee;
 - to enable a reassessment to be carried out if the result so requires.
 - b) One examiner during a test of less importance. When the examiner's assessment is higher or equal to 5.0 and lower or equal to 6.0, the

recording must be viewed by a second examiner. The examiners then determine the result by mutual agreement.

DURING THE TEST

- 1) Remind the student that the test will be recorded. Indicate that by taking the online 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) During the test, as with a face-to-face verbal test, spend the first minutes giving information and making the student feel at ease. Be transparent about the test and how it will be offered.
- 4) Also use the first minutes to 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.
- 5) Check whether the student is clearly visible with face and ears. If in doubt about the student's identity, ask for his or her ID.
- 6) In order to be able to check whether a student is not using unauthorised items, he/she student may be asked during the test to show the surroundings with his/her camera.
- 7) Make a recording and store the recording for 6 weeks after the test date. If it is necessary for the student to show an ID in order to confirm their identity, the recording should be started after the ID has been shown, due to privacy rules.
- 8) If 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) Fill in a test protocol for each student and submit the fully completed test protocols to the Domain Office. Use the protocol that is also completed by invigilators in the case of written tests. Indicate per student which things occurred during the test, for example 'Student was late', 'The connection was lost twice', etc.

This protocol replaces for online verbal tests the Protocol For Exam Room Supervisor During Exams of 14 November 2018.