



Policy for Online Assessments using Microsoft Teams

Purpose

The purpose of this policy is to provide guidelines and procedures for conducting online assessments through Microsoft Teams. This policy ensures a fair, secure, and effective testing experience for all students.

Reminder: Academic integrity means acting honestly, responsibly, and independently in all assessment tasks.

Scope

This policy applies to all students and instructors involved in conducting and participating in online assessments using Microsoft Teams.

Responsibilities

- **Instructors:** Responsible for creating, administering, and grading assessments. They must ensure that all assessments are fair, unbiased, accessible to all students, and within a suitable timeframe.
- **Students:** Responsible for adhering to the guidelines and maintaining academic integrity during assessments.

Conducting Assessments

- **Platform Use:** All assessments will be conducted via Microsoft Teams. Instructors will create a meeting with breakout rooms specifically for the assessment.
- **Technical Requirements:** Students must ensure they have a stable internet connection and the necessary devices (e.g., computer, webcam, microphone) for the assessment.

Assessment Rules and Regulations

Students are expected to behave the same way as they would be in a regular examination at school campus. Students must not engage in cheating, plagiarism, or any other form of academic dishonesty. Violations will result in disciplinary action according to the school's academic integrity policy.

1- Preparation and Equipment

- Ensure a reliable internet connection.
- Use **two compatible devices** (desktop, laptop, or tablet) with functioning webcams and microphones.

Both devices must join the Teams meeting with cameras on:

- **Primary device** is the main device used by the student to view the exam, answer the questions, and continuously share their screen throughout the entire assessment period.
- **Secondary device:** is an additional device used to provide a continuous live view of the exam area and the student's surrounding environment to ensure compliance with assessment conditions.
- **How to join on two devices:**
 1. Log in to Microsoft Teams on your primary device using your school account and join the exam meeting.
 2. On your secondary device, open Microsoft Teams with the same school account.
 3. Join the same exam meeting. When prompted, select "Join" and keep the camera and microphone on.
 4. Place the secondary device so that the camera clearly shows your desk and exam environment.
- Have any required software or applications installed and tested before the assessment.
- Have the credentials of school account ready (username and password).

2- Environment

- Choose a quiet, well-lit location free from distractions.
- The assessment area should be clear of any unauthorized materials, including books, notes, and electronic devices not required for the assessment.

3- Login and Timing

- Log in to the session on time or before.

4- Proctoring

- Students must keep their webcam and microphone on for the duration of the assessment on both devices.
- Students must share their screens (Share screen not window) on the primary device.
- Students must record their rooms. (once you start, enter the breakout room, and start recording)
- Students must follow the teacher's instructions carefully. Any suspicious behavior may be flagged and reviewed.
- Students may not leave their seats for any reason for the duration of the exam.
- Students must always abide by the instructions of the proctor.

5- Academic Integrity

- No cheating, plagiarism, or collaboration with others during the assessment.
- Do not use unauthorized aids or materials.
- All work submitted must be the student's own.
- Opening any websites, applications, documents, or resources that have not been approved will be considered a violation of academic integrity.
- Any interruption to internet connectivity during the exam will be automatically flagged in the system and reviewed by the teacher or administration. Students must report any connectivity issue immediately through the approved communication channel.

- Students must remain present and actively engaged throughout the entire assessment period. Leaving the session without permission may be recorded as a violation.

Any evidence of copying, sharing answers, or receiving external assistance will be subject to disciplinary action in line with the school's academic integrity policy.

6- Technical Issues

- Report any technical issues immediately to the teacher.
- In the event of a major technical failure, alternative arrangements will be made by the teacher.

7- Submission

- Follow the instructions of the teacher for submissions.
- Ensure that all required work is submitted within the allocated time frame.