

Digital Interim Assessment Moments with STEP Regulations for BC 2.0 at CE&C

(latest amendment: July 2023)

Article 1 – Definitions

CE&C:	Chemical Engineering & Chemistry.
CST:	Course Support Team, consisting of departmental Teacher Support officer(s) and Center for Student Administration officer(s), that is responsible for the organization of the Digital Interim Assessment Moments with STEP within the department.
DIAMS:	Digital Interim Assessment Moment with STEP.
DIAMS period:	The period within the quartiles, excluding the examination period, in which Digital Interim Assessment Moments with STEP are held.
DIAMS session:	A session that is scheduled within the DIAMS period in which a DIAMS test can be taken by the students.
DIAMS test:	Component of an assessment which contains feedback and may be conditional for the successful completion of a study component or may determine (part of) the final grade of a study component, which is taken digitally with a STEP-stick and has a duration of 1 hour.
ESA:	Education & Student Affairs.
Examination period:	The periods, including interim periods, in which final examinations are held, whether centrally organized, written or digital.
Examiner:	A lecturer who is responsible for an individual study component at TU/e and is appointed by the Examination Committee to assess students by setting examinations on the study component and determining the results.
Invigilator:	An internal or external person, not being a student, who supervises an examination, maintains order and is responsible for the attendance registration, amongst others.
LIS-DAS	Digital Assessment Support of Library and Information Services.
PER:	Program and Examination Regulations of CE&C.
RE:	Regulations of the Examination Committee of CE&C.
SOWISO:	Software package for digital assessment
STEP-stick:	A USB-stick that allows the security of examinations taken on a notebook owned by the student. The USB stick complies with the STEP (Secure Test Environment Protocol) conditions.
Student:	A person who is following a degree program in higher education and, for the application of these Regulations, is enrolled in a degree program in accordance with the TU/e Regulations for Registration, Study Choice Check, Enrolment, and Termination of Enrolment.

Article 2 – Relation to the role and duty of the Examination Committee

It is the statutory duty of the Examination Committee to guarantee the quality of the organization and procedures relating to DIAMS (see Article 2.2 of the RE). The Departmental Board of CE&C is responsible for the organization of and procedures relating to the DIAMS, to which these Regulations apply.

Article 3 – Scope of the Regulations

These Regulations apply to the DIAMS sessions that are organized and scheduled by the department of Chemical Engineering & Chemistry (CE&C). The instructions for CST, LIS-DAS team, invigilators and students are described in Appendix 1.

Article 4 – Types of examinations

There are two ways of taking CE&C organized DIAMS tests:

- A. DIAMS tests, for which a notebook is used as an aid, and the student takes the exam in SOWISO with a STEP-stick providing a safe environment.
- B. DIAMS tests, for which a notebook is used as an aid, and the student takes the exam in OnCourse with a STEP-stick providing a safe environment.

Article 5 – Examination schedule

1. The CST is the point of contact for the organization of the DIAMS sessions to be held within the department. Requests from examiners for the organization of DIAMS tests as referred to in Article 4 must be submitted to the CST before February 1, as part of the course description and assessment plan.
2. For first year courses, the DIAMS sessions will take place each afternoon during the DIAMS period. For second and third-year courses, the DIAMS sessions will take place each morning during the DIAMS period. For all bachelor courses, the DIAMS sessions in the last week of the DIAMS period will take place each morning and afternoon.
3. The DIAMS venue(s) will be allocated before July 1 for DIAMS sessions in the first semester, and December 1 for DIAMS sessions in the second semester. By default, STC 0.02 is the DIAMS venue; when necessary, a DIAMS session can be moved to another venue that is suitable for DIAMS tests.
4. The schedule of the DIAMS sessions, including the venue(s), will be published via Canvas Calendar before the start of each DIAMS period. The students have to self-sign-up via Canvas Calendar for the DIAMS sessions they would like to attend.
5. The examiner is the contact person for the CST concerning the DIAMS tests.
6. If bottlenecks occur during the planning of the DIAMS sessions, the CST contacts the Program Director and manager ESA to investigate solutions.

Article 6 – Conditions for DIAMS sessions

1. The number of invigilators is, in principle, determined by the number and capacity of the DIAMS venue. For up to 36 students, one invigilators shall be appointed per venue. For each additional 36 students, an additional invigilator shall be appointed.
2. A DIAMS session lasts a maximum of one hour, except for students that are granted exam time extension.
3. All DIAMS sessions can only be scheduled in venues that have sufficient power outlets for the charging of laptops, and a sufficient Wi-Fi connection.

Article 7 – The examiners

1. The examiner is responsible for setting up the DIAMS tests in the test program (SOWISO or OnCourse) no later than five working days before the start of the DIAMS period.
2. The examiner ensures that the cover sheet text (Appendix 2) is implemented in the DIAMS tests.

Article 8 – The Course Support Team

1. The CST is responsible for the allocation of the DIAMS venue(s).
2. The CST is responsible for the appointment of an appropriate number of invigilators based on the maximum capacity of the DIAMS venue(s).
3. The CST is responsible for the scheduling of the DIAMS sessions in Canvas Calendar.
4. The CST is authorized to act as an invigilator.
5. The CST is authorized to cancel a DIAMS session if it is not possible to take DIAMS tests as a result of, amongst others, a network failure, and if no solution has been found within 15 minutes. In such cases, the protocol for cancelled and terminated DIAMS sessions applies as referred to in Appendix 5.

Article 9 – LIS Digital Assessment Support team

1. LIS-DAS is responsible for maintaining the STEP server.
2. LIS-DAS is responsible for sending the update of the STEP-sticks to the STEP-sticks, in consultation with the CST. The update can only take place at a time when no DIAMS session is scheduled.
3. LIS-DAS is available during all DIAMS sessions for second-line support.

Article 10 – The invigilator

1. The invigilator shall be present in the DIAMS venue at least 15 minutes before the start of each DIAMS session.
2. The invigilator shall be present for the entire DIAMS session, including any extra time, or until all students have left the venue.
3. The invigilator is responsible for issuing, collecting and registering the STEP-sticks and loan laptops.
4. The invigilator shall receive a list of any students who have been granted special facilities, such as extra examination time, by the CST.

Article 11 – Students

1. The student is responsible for the necessary equipment during the DIAMS test, such as a fully charged laptop, the correct operation of for example the STEP-stick with the laptop, charger, computer mouse and other requisites as indicated by the teacher.
2. Students have to register for attending a DIAMS session via Canvas Calendar; for morning sessions, the student has to register before 15:00 of the day prior to these sessions, and for afternoon sessions, the student has to register before 11:00 of the day of these sessions.
3. If a student did not register (in time) for the DIAMS session via Canvas Calendar, the student may not take part in that DIAMS session.
4. Students are allowed to register for a maximum of one DIAMS session per DIAMS test during the DIAMS period in advance.
5. In case a student has registered for a DIAMS session, and does not want to make use of it, the student has to deregister in time; for morning DIAMS sessions, the student has to deregister before 15:00 of the day prior to these sessions, for afternoon DIAMS sessions, the student has to deregister before 11:00 of the day of these sessions.
6. Each student is entitled to at least one resit for each DIAMS tests, under the condition that the capacity of the remaining DIAMS sessions allow for this.
7. Before, during and immediately after a DIAMS test, students are obliged to follow the instructions given by the invigilator(s) present.
8. Students may only be admitted to the DIAMS venue before the start of the DIAMS session.
9. Students are obliged, before or during the DIAMS test, and at the request of the invigilators, to identify themselves by showing their campus card. Students who do not have a campus card can also identify themselves using a valid means of identification. If a student is unable to do this, they may not take the DIAMS test.

Article 12 – Exam Coordinator

1. The exam coordinator is responsible for instructing and training the invigilators.

Article 13 – Final considerations

These Regulations may be cited as the Digital Interim Assessment Moments with STEP Regulations for BC 2.0 at CE&C; they were adopted on August 23, 2023, and are effective from September 6, 2023.

Appendix 1 (see Article 3)

Instructions for Course Support team, LIS Digital Assessment Support team, invigilator and students

Appendix 2 (see Article 7)

Cover sheet text for DIAMS tests

Appendix 3 (see Appendix 1)

Official report for DIAMS tests

Appendix 4 (see Appendix 1)

Evaluation form for DIAMS sessions

Appendix 5 (see Article 8)

Protocol for cancelled and terminated DIAMS sessions