

Instructions for Course Support team, LIS Digital Assessment team, invigilators and students during the Digital Interim Assessment Moments with STEP for BC 2.0 at CE&C

Article 1 – Duties of the Course Support team

1. The CST ensures that the attendance list for each of the DIAMS sessions is provided to the invigilator(s) in the DIAMS room. For the morning sessions, the attendance lists are provided before 17:00 of the working day prior to these sessions; for the afternoon sessions, the attendance lists are provided before 13:00 at the day of these sessions.
2. In case a STEP-stick is missing, the CST contacts the student to whom the STEP-stick was assigned to.
3. The CST collects the filled in attendance lists, evaluation forms, and the used scrap paper, and are stored at the CSA office.
4. The CST monitors procedures during the DIAMS sessions by means of the evaluation forms provided by the invigilator(s); in collaboration with the departmental Quality Assurance officer(s), the CST shall write a report at the end of each DIAMS period based on the evaluation forms completed by the invigilator(s), which is then sent to the departmental Examination Committee, Program Director and manager ESA.
5. In case a student registers for more than one DIAMS session per DIAMS test in advance, the CST deregisters the excess amount of registered DIAMS sessions of that student, and will send a warning via mail for occupying too many DIAMS sessions at a time.
6. In case a student that registered for a DIAMS session does not show up for the DIAMS session, the CST will send a warning via mail for unnecessarily occupying a place in the DIAMS room.

Article 2 – Duties of the LIS Digital Assessment Support team

1. In case a missing STEP-stick is reported by the invigilator, LIS-DAS blocks the specific STEP-stick.
2. On request of the invigilator, LIS-DAS orders and prepare new STEP-sticks.

Article 3 – Duties of the invigilator

1. The invigilator shall check that the desks and chairs are set out for the DIAMS session and that the DIAMS room is neat and tidy.
2. The invigilator shall place the scrap paper on all desks before the start of each DIAMS session.
3. The invigilator checks for all students if they are on the attendance list upon their arrival in the DIAMS room; if yes, the invigilator provides the student with a STEP-stick, records the number of the STEP-stick provided next to the name of the student on the attendance list.
4. The invigilator shall verify that each student can provide ID upon arrival in the DIAMS room. If necessary (for example, if the ID photo is a bad likeness of the student, or the campus card is poorly legible) the invigilator asks the student to identify themselves with a valid proof of identity.

5. The invigilator denies a student entry to the DIAMS room if the student cannot provide proof of identification upon arrival in the DIAMS room, and shall note this in the evaluation form.
6. The invigilator indicates a NS (no show) on the attendance list for students that did not show up at the DIAMS session, and will mention this in the evaluation report.
7. If required, the invigilator is responsible for issuing, registering and collecting loan laptops and associated accessories on the attendance list.
8. The invigilator provides (technical) support to students during the start-up of the DIAMS tests.
9. In case a STEP-stick is not working, the invigilator provides the student with another STEP-stick. The non-working STEP-stick is collected and put aside by the invigilator in the designated cabinet in the DIAMS room, and the invigilator makes a note on the evaluation form.
10. The invigilator shall admit students to the DIAMS room up to the start of the DIAMS session, and shall not allow any students arriving to the DIAMS room after the start of the DIAMS session.
11. The invigilator shall close the doors at the start of the DIAMS session.
12. The invigilator shall ask the students to switch off any mobile telephones or other communication, storage and/or display devices and to store them away, and, for identification purposes.
13. The invigilator shall not allow any student to leave the DIAMS room within 15 minutes after the DIAMS session has started.
14. Invigilators are responsible for the smooth running of the DIAMS session: they supervise the session actively and quietly and maintain order. They should regularly walk around the room, checking for any irregularities.
15. No activities are allowed which may hinder the performance of invigilator duties, such as working at a computer, reading or talking.
16. The invigilator shall be observant to prevent any fraudulent activities, and shall carry out random checks of the desks to see whether students have brought any notes with them.
17. In case a student needs to visit the toilet, the invigilator directs the student to the toilet right outside the DIAMS room, and keeps an eye on the toilet's entry from within the DIAMS room. No more than one student may leave the DIAMS room at the same time to visit the toilet. The invigilator checks whether the STEP-stick is still inserted in the laptop to prevent STEP-sticks from leaving the DIAMS room.
18. The invigilator has the authority to remove a student from the DIAMS room if the student, despite a warning, continues to cause a disturbance during the DIAMS session.
19. If the invigilator observes a suspected case of cheating (Article 5), they shall inform the student concerned and write and sign a report of the cheating observed (see Appendix 3, official report for DIAMS tests). The report is made in triplicate; the invigilator submits the original to the Examination Committee of the student's study program, copy 1 is given to the student, and copy 2 is given to the CST. The further procedure regarding cheating is set out in Chapter 3 of the Regulations of the Examination Committee.
20. In case a student wants to leave the DIAMS session after at least 15 minutes of the start of the DIAMS session, the invigilator collects the STEP-stick and scrap paper at the student's desk before allowing the student to leave the DIAMS room.
21. The invigilator shall announce 15 minutes before the end of the DIAMS session that 15 minutes are remaining.
22. At the end of the DIAMS session, the invigilator shall announce that the standard time allowed has expired and that the students are to remain seated until all STEP-sticks and scrap paper have been collected. Students who have a statement from the Examination Committee allowing them extra time to complete an examination will be given the opportunity to do so.

23. The invigilator checks the number of the returned STEP-stick, and signs that the correct STEP-stick is returned on the attendance list before the student leaves the DIAMS room.
24. At the end of each DIAMS session, the invigilator checks that all STEP-sticks are returned. If not, the invigilator immediately contacts the CST.
25. The invigilator shall collect and tidy any unused scrap paper, and clear the desks.
26. The invigilator shall fill in an evaluation form afterwards (Appendix 4), which has to be stored in the designated cabinet in the DIAMS room.
27. The invigilator ensures that the STEP-sticks, loan laptops and accessories, as well as the filled in attendance lists, evaluation forms and official reports for examination, and used scrap paper are stored and locked in the designated cabinet in the DIAMS room when leaving the room. The key shall be picked up at the reception of the Helix building before the first DIAMS session of each day, and brought back after the last DIAMS session of the day.
28. In case of malfunctioning of a loan laptop, the invigilator puts the laptop aside in the designated cabinet of the DIAMS room, and note this on the loan laptop overview.
29. The invigilator performs three tests with the put-aside STEP-sticks with a loan laptop. If successful, the STEP-stick will be put back in the pool of working STEP-sticks; if not successful, the STEP-stick will be put aside for delivery to LIS-DAS. In both cases, a note will be made on the STEP-stick overview.
30. If a certain STEP-stick experiences malfunctioning too often (more than once every five usages), the invigilator puts aside the STEP-stick for delivery to LIS-DAS.
31. In case a new update is available for the STEP-stick, the invigilator carries out the updates via booting the STEP-sticks with the loan laptops. After the update, the invigilator gives an update to CST and LIS-DAS.
32. Before and during the DIAMS sessions, the invigilator will be present for ICT-related problems and questions as well. In addition, LIS-DAS can be reached via telephone by the invigilator during the entire DIAMS period.
33. The invigilator will ensure that there are sufficient STEP-sticks, loan laptops, invigilator laptops, adapters and computer mice available in the DIAMS room.
34. The invigilator ensures that there is a sufficient amount of scratch paper, evaluation forms (Appendix 4) and official reports for DIAMS tests (Appendix 3) available in the DIAMS room.
35. In case a STEP-stick is missing, the invigilator immediately contacts the LIS-DAS team for deactivation of the specific STEP-stick.
36. Filled in official reports for examination are sent to the Examination Committee within 24 hours by the invigilator.
37. The invigilator is responsible for delivering defective loan laptops to the LIS Service Desk, so that these can be used again for DIAMS tests after repair.
38. The invigilator is responsible for delivering defective STEP-sticks to LIS-DAS, so that these can be used again for DIAMS tests after repair.

Article 4 – Instructions for students

1. The student can have the laptop checked during their allocated time slot for digital test instructions, which are planned in the first week of the academic year in the DIAMS room. If the student has had the check performed, and the STEP-stick does not work with the student's laptop, the student has a right to a loan laptop to take a DIAMS test. The student has a right to a loan laptop for the full academic year.
2. Before taking a seat in the DIAMS room, students have to show their campus card (or other valid means of identification) to the invigilator to check their registration on the attendance list and to receive a STEP-stick.

3. Students may not leave the DIAMS room within 15 minutes after the start of the DIAMS session.
4. After the start of the DIAMS session is announced by the invigilator, the students are allowed to start with a DIAMS test; the students are allowed to boot their laptop with the STEP-stick before the start of the DIAMS session.
5. Students must bring their own writing and drawing materials. Rulers, compasses and set squares are permitted for drawings. The invigilator shall provide scrap paper.
6. Students may not use a calculator; in case a calculator is required, a calculator will be provided in the with the STEP-stick booted environment on their laptop.
7. Students may not use a mobile telephone or any other electronic equipment (communication, storage and/or display devices) during a DIAMS session. Students must turn off their mobile phones (and other communication, storage and/or display devices) and store them in a bag. This bag must be closed. Pencil cases must also be stored in a bag. If the student does not have a bag, the mobile phone etc. must be handed in to the invigilator.
8. Students may not visit the toilet without permission of the invigilator. No more than one student may leave the DIAMS room at the same time to visit the toilet.
9. If the student would like to leave the DIAMS room more than 15 minutes after the start of the DIAMS session, the student has to close the laptop and disconnect the STEP-stick, and asks the invigilator to come collect the STEP-stick and scrap paper before being allowed by the invigilator to leave the DIAMS room.
10. Students may not leave their seats or talk to each other at the end of the DIAMS session until all the STEP-sticks and scrap paper is collected by the invigilator.

Article 5 – Cheating

Cheating (or an attempt to cheat) on the part of the student is taken to mean at least the following:

- a. use of someone else's proof of identity/campus card;
- b. having a mobile phone or other communication, storage and/or display device on the desk or in clothing;
- c. use or attempted use of unpermitted sources and resources, such as internet, mobile phone, removal of digital means, such as the STEP stick, from the DIAMS room;
- d. being in possession of paper other than paper provided by TU/e;
- e. visiting the toilet or leaving the room for any other reason without permission.

Article 6 – What to do in the event of emergency

In the event of an accident and/or fire **in any of the TU/e buildings**: Alert the Central Post immediately using the internal alarm number **2222**. Briefly and clearly state:

- a. your name and position (invigilator, student or other),
- b. what has happened,
- c. whether anyone is injured,
- d. the place of the incident: which building, inside/outside, location, floor, room number.

The Safety & Security department can be alerted within seconds of an emergency being reported. Depending on the nature of the report, the ERT, Security, Fire Department or other emergency organizations will be called in.

Article 7 – Final considerations

For any matters not discussed in these instructions the invigilator shall contact the CST. The invigilator shall note this in the evaluation form.