



Test protocols 2023-2024

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1 Introduction

These AUAS-wide test protocols serve the following purposes:

- guarantee the equal treatment of all students;
- ensuring good quality and ruling out potential risks during the preparation, administration and processing.

Tests take place on location. In unforeseen circumstances where it is not possible for the degree program to use locations, testing takes place online. In the event that this occurs, Chapter 5 provides rules for online testing.

In all cases this concerns tests that are scheduled at a **specific time** within a degree programme or course and that are taken at that time (so-called tests with a test moment). This document is used for all tests that are scheduled at a specific time, in which the Education Office can play a role. Rules for tests with a **submission** date, such as reports and projects, are not included in these AUAS-wide protocols. The rules for these tests are stated in the study manuals, which are available via study guides and/or Brightspace.

In addition to the rules in these AUAS-wide protocols, all tests are subject to the rules stated in the Teaching and Education Regulations (TER), including procedures in the event of fraud. Any mention of the term test in these protocols also includes partial tests.

The faculty protocols contain all components that are necessary to guarantee the quality of the tests and the quality of the exam administration. Please note: the protocols for online administration in this document contain all parts that must be addressed in the faculty protocols. The faculty can further supplement these protocols. For tests that are taken at an (AUAS-) location, this document contains the compulsory components that apply to all faculties. The faculty can also supplement this.

2 Use and final responsibility

The board of the institution is legally responsible for the practical organization of tests. At the AUAS this is entrusted to the programme manager. The programme manager is responsible that the tests are planned in time, the rooms are in order and available, the exam assignments and the examiners involved are present, if applicable - well-instructed invigilators and the (test) facilities permitted by the Examination Board for students with a disability are arranged.

The faculty protocols are available at the start of the academic year. The programme manager is responsible for informing students and instructing examiners and the Head of the Education Office about the test protocols.

The programme manager (or head of the Education Office) will appoint one person within the degree programme/faculty Education Office who is responsible for the organisation of tests. This staff member will also arrange for any student facilities allowed by the Examination Board. The name of this individual is known to all the parties concerned.

The programme manager will ensure the proper implementation of the various processes described in these protocols. In the event of any implementation problems, the programme manager must immediately inform the Dean and the Examination Board. The Examination Board is legally responsible for ensuring the organisational and procedural quality of tests, and can – if necessary – draw up additional guidelines. The examiners are appointed by the Examination Board to prepare, assess and, if applicable, administer tests.

The test protocols are reviewed annually. The current version is available via A-Z list.



3 Administration at (AUAS-) location

Within the AUAS, we use five assessment forms: portfolio assessment, behavioral assessment, professional product, assignment and knowledge test. These test formats are further explained on [Score](#). The overview below contains the tests with a fixed examination time at a physical (AUAS) location. A protocol is available for each form of administration.

Test form	Administration	Protocol
Portfolio assessment Behavioral assessment	Oral (with observation)	4.1 On location: assessments
Presentation ((as part of assignment/professional product))	Oral	4.2 On location: oral test
Knowledge test (case, open questions, semi-open questions, multiple choice questions)	Digital	4.3 On location: digital test
Knowledge test (case, open questions, semi-open questions, multiple choice questions)	Written	4.4 On location: written test

3.1 On location: assessment

Introduction

An assessment is a testing form in which the student shows to what extent he can act competently in various practical situations. Assessments are conducted by examiners who are also trained assessors. Two types of assessments that can be used are:

1. Portfolio assessment: the student provides a portfolio containing proof of his/her actions in the form of products and reflections. Based on this, an assessment interview takes place.
2. Behavioral assessment (also called performance assessment): the student performs a professional task or action, in which assessors observe him/her. They discuss with the student about the observed behavior and the justification thereof.

Assessments can have a learning (development-oriented) function as well as an assessment function.

Conditions

In this protocol we use two trained assessors per student to promote an intersubjective judgment. If a program chooses to work with one assessor per student, it is important to have assessors coordinate and calibrate regularly to promote equal opportunities for all students. For courses of the graduation programme it is mandatory to work with two assessors.



Protocol

The following components must be included in the faculty protocol in a mandatory and unaltered manner. The faculty can further supplement its own protocol. Consider students with a disability.

Preparation

- The student submits a portfolio prior to the assessment interview in accordance with the instructions in the study manual.
- Students will have received information on the following subjects prior to the test:
 - the learning objectives and assessment criteria underlying the test.
 - the assessment criteria.
 - the registration (where applicable) and registration confirmation procedures.
 - the location of the assessment.
 - the duration of the assessment.
 - the procedure of the assessment.
 - whether there are one or two examiners; for one examiner: information about recording in the case of an online assessment, the method of storage and retention periods.
 - procedures for communicating the results.
 - Identification with valid and physical identification in the case of an online assessment (passport, ID, driver's license or Dutch 'Vreemdelingendocument').
- The examiner will act, in the case of an online assessment, in accordance with the protocol for the safe handling of computer data, passwords, email and saving and printing instructions for interim examinations, as agreed upon within the faculty.
- In case of a portfolio assessment:
 - (Two) trained assessor(s) independently evaluate the student's portfolio and formulate questions about the information they still need from the interview.
 - The assessors discuss with each other which questions they will ask in the assessment and who will take care of which subjects.

Administration

- Students must identify themselves by means of a valid proof of identification in physical form (passport, ID, driving licence or Dutch 'Vreemdelingendocument') to the assessor(s)¹. If a door check shows that a student does not have proof of identity with him or her, then the student will be given the opportunity to authorize their identity (for example, pick it up themselves or have it delivered) up to twenty minutes after the start of the test. This must be a physical ID; a digital copy is not allowed. If a student fails to show a physical proof of identity within twenty minutes, access will be denied and the student will not be allowed to take the test. If the check takes place after the test has started and a student does not have proof of identity with him, this will be reported to the Board of Examiners. The Examination Board decides afterwards how to proceed. [supplement with rule on how to act if a student's ID is stolen or missing]
- In case of a behavioral assessment: the assessor(s) observe the student's behavior when performing the assignment (in a simulation or in practice).
- The assessor(s) conduct the assessment according to the agreed procedure (in the study manual).
- The assessor(s) use the same question, conversation and assessment techniques.
- With two assessors: one of the assessors records questions and the student's answers on a protocol.

¹ In accordance with the rules on what is meant by a valid proof of identity on [rijksoverheid.nl](https://www.rijksoverheid.nl).



- In case of one assessor: the recording is saved in a previously agreed manner, in case of an online assessment.
- There are clear instructions and decision rules on how the score is made and (in the case of two assessors) what to do in case of disagreement about the score.
- The assessor(s) record the score on the appropriate form and substantiate this with their findings from the portfolio and/or the observation and assessment interview. In the case of two assessors, they first determine the score independently, based on substantiation. They then discuss this with each other to arrive at a substantiated final score.
- The assessors communicate the score to the student after the assessment, including the substantiation in the form of feedback.
- The assessor informs the student how he can object to the score, if applicable.

Processing

- The assessor will enter the definitive results in SIS within the agreed deadline (see the Teaching and Examination Regulations) after administration of the test.

3.2 On location: oral test

The following components must be included in the faculty protocol in a mandatory and unaltered manner. The faculty can further supplement its own protocol. Take students with disabilities into account.

Preparation

- Students will have received information on the following subjects prior to the test:
 - the learning objectives underlying the test.
 - the registration (where applicable) and registration confirmation procedures.
 - the test location.
 - the duration of the test.
 - procedures for communicating the results.
 - identify themselves by means of a valid proof of identification in physical form (passport, ID, driving licence or Dutch 'Vreemdelingendocument').
- A fellow examiner checks a set of starting questions (4-eyes principle) in connection with the various topics that are discussed in the test and on which the examiner continues to ask questions.
- The examiner will act in accordance with the protocol for the safe handling of computer data, passwords, email and saving and printing instructions for tests, as agreed upon within the faculty.

Administration

- Students must identify themselves by means of a valid proof of identification in physical form (passport, ID, driving licence or Dutch 'Vreemdelingendocument') to the examiner or examiners². If a door check shows that a student does not have proof of identity with him or her, then the student will be given the opportunity to authorize their identity (for example, pick it up themselves or have it delivered) up to twenty minutes after the start of the test. This must be a physical ID; a digital copy is not allowed. If a student fails to show a physical proof of identity within twenty minutes, access will be denied and the student will not be allowed to take the test. If the check takes place after the test has started and a

² In accordance with the rules on what is meant by a valid proof of identity on rijksoverheid.nl.



student does not have proof of identity with him, this will be reported to the Board of Examiners. The Examination Board decides afterwards how to proceed. [supplement with rule on how to act if a student's ID is stolen or missing]

- In the case of two examiners: clear instructions must be provided as to the assessment and procedures in the event of a major disagreement.
- In the case of a single examiner: the recording will be stored according to a pre-agreed method.
- The examiner(s) or will notify the student of the results after the end of the oral test.

Processing

- The examiner will enter the definitive results in SIS within the agreed deadline (see the Teaching and Examination Regulations) after administration of the test.

3.3 On location: digital test

The following components must be included in the faculty protocol in a mandatory and unaltered manner. The faculty can further supplement its own protocol. Take students with disabilities into account.

Preparation

- Timely preparation of a test timetable. The test timetable must be available and familiar to lecturers and students no later than 2 weeks before the start of the block or semester.
- Students will have received information on the following subjects prior to the test:
 - the learning objectives underlying the test.
 - the testing system.
 - the registration (where applicable) and registration confirmation procedures.
 - the test location.
 - the duration of the test.
 - procedures for communicating the results.
 - approved tools and resources (including whether AI tools such as ChatGPT may be used).
 - prohibition of use of mobile phones and watches.
 - the procedure and sanctions in case of fraud.
 - information about the possibilities for giving feedback on the test.
 - Storage options for jackets and bags.
- Permitted food and drink products. The infrastructure needed for secure digital testing is in place, and the technical facilities ensure that the test can be administered safely (a secure environment, in which the requisite equipment is made available for testing purposes by the technical testing applications administrator at a fixed time).
- The test will be checked by a fellow examiner prior to administration (4-eyes principle).
- The examiner will act in accordance with the protocol for the safe handling of computer data, passwords, email and saving and printing instructions for tests, as agreed upon within the faculty.

Administration

- The responsible employee will check all exam halls at the start of the test to make sure everything is clear and running smoothly.
- An examiner, who is responsible for the content of the test, is available for questions and emergencies during the taking (at least by telephone).



- Students must identify themselves by means of a valid proof of identification in physical form (passport, ID, driving licence or Dutch 'Vreemdelingendocument') to one of the invigilators³. If a door check shows that a student does not have proof of identity with him or her, then the student will be given the opportunity to authorize their identity (for example, pick it up themselves or have it delivered) up to twenty minutes after the start of the test. This must be a physical ID; a digital copy is not allowed. If a student fails to show a physical proof of identity within twenty minutes, access will be denied and the student will not be allowed to take the test. If the check takes place after the test has started and a student does not have proof of identity with him, this will be reported to the Board of Examiners. The Examination Board decides afterwards how to proceed. [supplement with rule on how to act if a student's ID is stolen or missing]
- It is mandatory to place a valid ID on the corner of the table.
- Students that have arrived late will wait in the hallway: all late arrivals will be allowed to enter at the same time, 20 minutes after the start of the test. No students will be allowed to take part in the test after this point.
- The invigilator now explains the procedures and refers to the administration protocol:
 - Explains how students should log in to the relevant programme. Students must log in with their own account.
 - Students may not leave the hall until at least 30 minutes after the start of the test.
 - Once they have left, they may not return to the hall (also applies to toilet visits).
 - The invigilator refers to the home screen for further instructions on the test.
- The invigilator will confiscate any items involved in the fraud and file a report of the incident using the relevant form. The student will be allowed to finish the test⁴.
- In the event of a system malfunction, the examiner will wait for a maximum of one hour to see if the malfunction can be remedied. If this is not the case, the test will be cancelled. The examiner decides how long to wait.

Processing

- The examiner will inform students as to when and where the feedback will be available.
- The examiner will check the test results based on the pass rate and a reliability and validity analysis, and determine the definitive results. The 4-eyes principle is used here.
- The examiner will ensure that all students can inspect their completed and assessed work in accordance with the Teaching and Examination Regulations.
- The examiner will enter the definitive results in SIS within the agreed deadline (see the Teaching and Examination Regulations) after administration of the test.

3.4 On location: written test

The following components must be included in the faculty protocol in a mandatory and unaltered manner. The faculty can further supplement its own protocol. Take students with disabilities into account.

³ In accordance with the rules on what is meant by a valid proof of identity on rijksoverheid.nl.

⁴ For rules on fraud and plagiarism, see also: Education and Examination Regulations, chapter 4.



Preparation

- Timely preparation of a test timetable. The test timetable must be available and familiar to lecturers and students no later than two weeks before the start of the block or semester.
- Students will have received information on the following subjects prior to the test:
 - the learning objectives underlying the test.
 - the registration (where applicable) and registration confirmation procedures.
 - the test location.
 - the duration of the test.
 - procedures for communicating the results.
 - approved tools and resources (including whether AI tools such as ChatGPT may be used).
 - prohibition of use of mobile phones and watches.
 - identify themselves by means of a valid proof of identification in physical form (passport, ID, driving licence, or Dutch 'Vreemdelingendocument').
 - the procedure and sanctions in case of fraud.
 - information about the possibilities for giving feedback on the test.
 - Storage options for jackets and bags.
 - Permitted food and drink products.
- The test will be checked by a fellow examiner prior to administration (4-eyes principle).
- The examiner will act in accordance with the protocol for the safe handling of computer data, passwords, email and saving and printing instructions for tests, as agreed upon within the faculty.

Administration

- The responsible employee will check all exam halls at the start of the test to make sure everything is clear and running smoothly.
- An examiner, who is responsible for the content of the test, is available for questions and emergencies during the taking (at least by telephone).
- Students must identify themselves by means of a valid proof of identification in physical form (passport, ID, driving licence, Dutch 'Vreemdelingendocument') to one of the invigilators.⁵ If a door check shows that a student does not have proof of identity with him or her, then the student will be given the opportunity to authorize their identity (for example, pick it up themselves or have it delivered) up to twenty minutes after the start of the test. This must be a physical ID; a digital copy is not allowed. If a student fails to show a physical proof of identity within twenty minutes, access will be denied and the student will not be allowed to take the test. If the check takes place after the test has started and a student does not have proof of identity with him, this will be reported to the Board of Examiners. The Examination Board decides afterwards how to proceed. **[supplement with rule on how to act if a student's ID is stolen or missing]**
- Students that have arrived late will wait in the hallway: all late arrivals will be allowed to enter at the same time, 20 minutes after the start of the test. No students will be allowed to take part in the test after this point.
- The invigilator will explain the procedures and refer to the administration protocol:
 - Students may not leave the hall until at least 30 minutes after the start of the test.
 - Once they have left, they may not return to the hall (also applies to toilet visits).
 - The invigilator will refer to the cover sheet for further instructions on the test.
 - Warn students 5 and 30 minutes before the end of the test that the time is almost up.

⁵ In accordance with the rules on what is meant by a valid proof of identity on [rijksoverheid.nl](https://www.rijksoverheid.nl).



- Student raises hand when he/she is ready and waits for an invigilator to come to hand in the work done, if student is ready within first thirty minutes.
- Student signs as proof that everything has been submitted (if relevant, for example for written tests).
- In the event of fraud (f.i. cheating, consulting with other students, use of unauthorised resources) or improper behaviour (f.i. carrying watch, mobile phone on table, not following instructions invigilator) the invigilator/backup invigilator can tell the student what they are being accused of.
- The invigilator will confiscate any items involved in the fraud and file a report of the incident using the relevant form. The student will be allowed to finish the test⁶.

Processing

- The examiner will check the test results based on the pass rate and a reliability and validity analysis, and determine the definitive results. The 4-eyes principle is used here.
- Multiple choice tests: marks will be entered in SIS within the agreed time period and processed by [choose between Education Office or examiner] within the agreed time period (see the Teaching and Examination Regulations).
- Open questions in tests: the examiner will collect the test sheets and sign a checklist. The examiner enters the marks in SIS within the agreed time period (see the Teaching and Examination Regulations) and processes them.
- The examiner ensures that all students can inspect their completed and assessed work in accordance with the Teaching and Examination Regulations.

4 Remote test with online proctoring

Tests take place on location. In January 2023, the Executive Board decided (see policy memorandum) that online proctoring is only possible for students who are required to stay abroad for a consecutive period of at least ten weeks for part of their degree programme, and top athletes in individual cases when they are not covered by fall into the former target group. Permission to use online proctoring in these two situations must be requested from the Executive Board by the faculty dean. If the Executive Board gives permission, the relevant program will receive a test protocol for a remote test with online proctoring.

⁶ For rules on fraud and plagiarism, see also: Education and Examination Regulations, chapter 4.