

STUDENT INVITATION & INFORMATION SHEET: Pre-exam Practice Feedback Survey, Trial Participation and Post-exam Survey.

Dear Student,

I would like to invite you to participate in the study: **e-Exam Trials**.

The aim of the study is to explore how supervised assessments and examinations are experienced by students, as well as how they undertake exams, this includes contrasting the use of pen-on-paper to the use of computerised methods. This study will investigate:

- a) how students prepare and undertake for both types of exams
- b) the rationale for student choice of typed versus pen-on-paper exams
- c) factors contributing to the performance of students undertaking both types of exams
- d) student perceptions about their experience of undertaking computerised exams
- e) if there are any differences in the responses produced by typists and hand-writers.
- f) any practical, logistical issues that may arise.

You will be asked to provide informed consent to be involved by reading this information sheet and submitting your consent.

Some e-Exam trials will use a mock exam and some will be real assessments done as a regular part of the unit. Your choice to be involved and the analysis will NOT impact the grade you earn in the unit.

All students participating in the nominated assessment will be requested to complete voluntary surveys and will be invited to participate in extra interviews/focus group sessions (also voluntary).

Note: If the assessment is a regular part of the unit as per the unit guide then you will still need to undertake the assessment itself even if you don't give permission to include your data in the research.

If you choose to be involved then the phases of your involvement will be*:

- 1) Early in the semester notification will be made of the type and nature of the proposed e-Exam trial in the unit. Trials could involve:
 - a) A choice as to the mode of production (either pen-on-paper or keyboard using their own laptop) for the nominated supervised assessment/test/exam (or a section of). Where a choice is available there will be a call for 'expressions of interest' seeking students that are interested in typing their responses in the nominated supervised assessment/test/exam. In this case we seek to conduct a comparative analysis of typed and hand-written exam responses that will entail text, content and statistical analysis of exam responses.
 - b) Some trials will involve everyone typing their responses. Such assessments will likely involve tasks that are not possible with pen-on-paper assessments.
- 2) A briefing/trial run/help session will be run for students who will be typing. Students will be asked to bring the laptop they intend on using on exam day. This is to ensure students know how to start their laptop using the e-Exam System USB stick and know how to use the software it contains in order to successfully complete the exam. e-Exam System USB stick will not harm the laptop in anyway. We will ask attendees to fill a one page survey and collect some compatibility data about their laptop.
- 3) On the day of the assessment event:
 - a) Students who are typing will bring along their laptop to the exam room with a fully charged battery and their power adapter. Once seated students will be given the e-Exam USB stick that contains the exam questions. Students will 'boot' their computer using the e-Exam System USB stick and complete the exam. Your responses are saved to the USB stick. Students must return the USB stick before leaving the exam room.
 - b) Students who are handwriting will do so in the normal way using pen-on-paper.
- 4) All students will be requested to complete a post-exam survey (regardless of the method of production) and asked to complete a supplementary consent to use responses for analysis (if this was not completed earlier).

*Note the exact time timeline will vary between units. You will be provided with a detailed set of instructions and a specific timeline to match your unit after you submit an initial expression of interest.

Your contribution to the study will be valuable, helping to inform developments in computer enhanced examinations.

<information continues on the next page>

Project Title: e-Exam Trials

Conditions: Participation is voluntary and you have the right to withdraw at anytime without penalty. This means that when you are given a choice of typing, you may change your mind from typing to handwriting your exam at any time in the process. Similarly completing the practice session feedback and post-exam survey is voluntary but we request that all students complete the last item regardless of their chosen exam response mode.

Data will be collected via survey responses, exam responses (for textual, content and statistical analyses), automated data logging, and observation (unobtrusive/silent written notes, photo, video) during exam events.

Your responses are confidential and no individual will be identified in the dissemination of the data. Any sharing of data beyond the project team will only occur in a de-identified form or in aggregate (summary) forms. De-identified data will be potentially made available to related projects and via open access repositories to enable further analysis to be carried out. Selected de-identified segments of your feedback data may be quoted in reports and publications. Any images/video will be de-identified (e.g. people/work blurred/cut-out) prior to inclusion in publications. The final report will be available from the chief investigator by request.

Risks: The only minimal risk in being involved in this study is the potential inadvertent self-disclosure in comments that you make. This risk will be minimised by the use of pseudonyms and de-identification of any potentially identifying data items. All data will be kept in locked filing cabinets on campus and if in electronic form will be passworded. Only the project team will have access to the original data. Any sharing of data beyond the project team will only occur in de-identified or aggregate forms as outlined in the conditions above.

Consent

Please fill in and return the consent form (online or on paper) to confirm consent to:

- a) Where a choice of exam mode is given, indicate the choice i.e. to participate in the typed or hand-written mode of supervised assessment and
- b) Participate in data collection regardless of exam mode chosen (by completing and submitting/returning the surveys).
 - The pre-exam practice session feedback survey (for those typing the exam): will ask for first impressions and collect some technical data about the laptop you intending on using for the exam. Filling this survey should take no more than 10 minutes of your time.
 - The post-exam survey: will be taken immediately following or shortly following the exam itself. This should take no more than 10 minutes of your time. The post-session survey will be issued on the day of the assessment and will be completed on paper or via computer after the assessment.
 - At the end of the post-exam survey: you will be invited to express your interest in participating in a follow up interview or focus group; if so, you will be asked to provide your details on a separate 'Focus group interest' form/page.
- c) Allow the project team to utilise your exam responses in order for us to undertake text, content and statistical analysis so we can compare typed and handwritten responses (this will NOT impact grades).

This study adheres to the guidelines of the ethical review process of Monash University. Whilst you are free to discuss your participation in this study with the chief investigator (contactable on +61 3 99023475 or email mathew.hillier@monash.edu), if you would like to speak to an officer of the University not involved in the study, you may contact the Ethics Executive Officer Tel: +61 3 9905 2052 or via Email: muhrec@monash.edu

Website

Please obtain further information and keep up to date via the e-Exam Trials web page:
http://transformingexams.com/monash_trials/

What do I need to do next?

Please fill in the 'e-Exam Trial – Expression of Interest and Consent to Participate' Form or online at <http://ta.vu/e-exam-eoi> (Note: this pdf/paper version and online version are the same)

Chief Investigator:

Dr Mathew Hillier
Monash University Office of Learning and Teaching
Monash University
Ph: +61 3 9903 2475
Email: mathew.hillier@monash.edu