

Online Examinations with Microsoft Technologies

Options Paper prepared by Megan Townes, Microsoft Education Industry Specialist

Options	Option 1 - Open Book Supervised in Teams	Option 2 - Open Book Unsupervised in Teams	Option 3 – Closed Book Supervised in Teams	Option 4 – Closed Book Supervised in Paid Service
Description	Microsoft Teams Assignment and Meeting used in conjunction to facilitate a timed and supervised exam	Microsoft Teams Assignment used to facilitate a timed exam	Microsoft Teams Assignment and Meeting used in conjunction to facilitate a timed and supervised exam	Using a paid service that works within the Microsoft ecosystem to facilitate a timed and supervised exam
Option Outline	Teachers send out supervised open book instructions in advance with guidance around technology setup, physical space setup, and exam requirements. Students who require support accessing the exam (device/internet/space) make arrangements with their school (device/dongle loan, exam space). Teachers schedule a future Assignment in Teams so it appears at the exam start time and set a due date for the exam close time. The teacher should consider adding extra time to the exam to allow time to upload exam responses. They also set up a meeting	Teachers send out instructions in advance with guidance around technology setup, recommended physical space setup and exam requirements. Students who require support accessing the exam (device/internet/space) make arrangements with their school (device/dongle loan, exam space). Teachers schedule an assignment in Teams so that it appears at the exam start time and set a due date for the exam close time. The teacher can set up a meeting for the duration of the exam that students can use to ask questions. Students need to be set up and ready before	Teachers send out supervised closed book instructions in advance with guidance around technology setup, physical space setup, and exam requirements. Students who require support accessing the exam (device/internet/space) make arrangements with their school (device/dongle loan, exam space). Teachers schedule a future Assignment in Teams so it appears at the exam start time and set a due date for the exam close time. They also set up a meeting for the specified exam time. Just before the exam begins, teachers begin the call and ask students to turn on	Options include: Dugga (Integrates with Teams) AvePoint Examena (Integrates with 365) Testportal (Integrates with Teams) Janison (Standalone platform) Stile (standalone, can sign in with MS account) Most paid online exam services can create shared online exams, banks of examination questions, multiple question types including some self-correcting. Locked-down browsers also often a feature. At school, SPD or state level, exams or banks of exam

	<p>for the specified exam time. Just before the exam begins, teachers begin the call and ask students to turn on cameras. The teacher then begins the exam at the time, asking students to type into the chat if they have any questions. There is the option to use breakout rooms if they need to have an out-loud conversation. It is recommended that at least two teachers supervise the meeting.</p> <p>Microsoft Forms can be used for quizzes (with auto-marking for multiple choice questions) and have a set time option.</p>	<p>the exam start and start working when the assignment is released. For exams with handwritten or drawn/sketched components, extra time should be allowed for uploading photos of work. Microsoft Forms can be used for quizzes (with auto-marking for multiple choice questions) and have a set time option.</p>	<p>cameras. They can have students use the camera to show exam space if preferred, and if completing a handwritten exam, place the camera in a spot that shows the entire area around student. The teacher then begins the exam at the time, asking students to type into the chat if they have any questions. There is the option to use breakout rooms if they need to have an out-loud conversation. It is recommended that at least two teachers supervise the meeting.</p> <p>Microsoft Forms can be used for quizzes (with auto-marking for multiple choice questions) and have a set time option.</p>	<p>questions added to the platform.</p> <p>School/class/student information uploaded to platform. Trial exams created at school/SPD/state level. Exams scheduled by schools. Instructions and guides sent out to students in advance as classes are set up. Students who require support accessing the exam (device/internet/space) make arrangements with their school (device/dongle loan, exam space).</p> <p>Teachers mark exams on the platform and marks are distributed to students through the platform.</p>
Pros	<p>Teams can be used on any device including Windows, Apple, and Chromebook devices, including mobile devices.</p> <p>Teachers can set an exam to be completed as a Word document or OneNote page, or they can have students upload images of written exams using the</p>	<p>Teams can be used on any device including Windows, Apple, and Chromebook devices, including mobile devices.</p> <p>Teachers can set an exam to be completed as a Word document or OneNote page, or they can have students upload images of written exams using the</p>	<p>Teams can be used on any device including Windows, Apple, and Chromebook devices, including mobile devices.</p> <p>Teachers can set an exam to be completed as a Word document or OneNote page, or they can have students upload images of written exams using the</p>	<p>Paid services are generally usable through a browser or Teams plugin, so accessible through any internet connected device.</p> <p>Schools can easily collaborate on a shared exam or bank of questions – or the department could contribute to the exam bank</p>

	<p>Lens capability built into Teams Assignments. Teachers can use the Teams Assignment function to see students typing into a document live for the duration of the exam time, and before they click submit. By setting a due date/time, the exam will no longer be able to be edited. Students can use the "Dictate" feature in Office to scribe their responses in Word, PowerPoint, Excel or OneNote.</p>	<p>Lens capability built into Teams Assignments. Teachers can use the Teams Assignment function to see students typing into a document live for the duration of the exam time, and before they click submit. By setting a due date/time, the exam will no longer be able to be edited. Lower device/bandwidth requirements. Students can use the "Dictate" feature in Office to scribe their responses in Word, PowerPoint, Excel or OneNote.</p>	<p>Lens capability built into Teams Assignments. Teachers can use the Teams Assignment function to see students typing into a document live for the duration of the exam time, and before they click submit. By setting a due date/time, the exam will no longer be able to be edited. Students can use the "Dictate" feature in Office to scribe their responses in Word, PowerPoint, Excel or OneNote.</p>	<p>for all schools to access and adapt. Accessibility features built into most paid online exam services, both presentation and input. Consistent presentation and UX for teachers and students. More consistent data collected by schools. Marking done through the same platform. Results sent out to students through the platform – consistency and can identify areas where more support is needed. Plagiarism detection built into most services. Training materials for teachers and students produced by service. Fewer staff required for supervision. Some platforms allow exams to be securely downloaded to account for unstable internet connections.</p>
Cons	<p>For schools setting up whole-grade exams there is a limitation of 300 using Teams Assignments.</p>	<p>For schools setting up whole-grade exams there is a limitation of 300 using Teams Assignments. Don't have immediate access to the teacher to ask any questions.</p>	<p>For schools setting up whole-grade exams there is a limitation of 300 using Teams Assignments. Students may still be able to 'cheat' with other people nearby but out-of-shot</p>	<p>Some training required for exam setters. AI invigilation can be biased with false positives causing unnecessary stress and wasted time for students</p>

			supporting, notes hidden or support via an unseen mobile device.	
Risks/Dependencies	<p>Students and teachers need stable access to internet, device and space to take exam uninterrupted.</p> <p>Documents used as exams must be designed with accessibility in mind.</p> <p>Student experience heavily dependent on how well digital exams are designed and built.</p> <p>If exams require typed responses, all students should have mouse/keyboard/input device access.</p>	<p>Access to internet, device and space to take exam uninterrupted.</p> <p>Documents used as exams must be designed with accessibility in mind.</p> <p>Student experience heavily dependent on how well digital exams are designed and built.</p> <p>If exams require typed responses, all students should have mouse/keyboard/input device access.</p>	<p>Students and teachers need stable access to internet, device and space to take exam uninterrupted.</p> <p>Documents used as exams must be designed with accessibility in mind.</p> <p>Student experience heavily dependent on how well digital exams are designed and built.</p> <p>If exams require typed responses, all students should have mouse/keyboard/input device access.</p>	<p>Students need access to internet, device and space to take exam uninterrupted.</p> <p>If exams require typed responses, all students should have mouse/keyboard/input device access.</p> <p>Vendor would need to meet NSW government privacy and cybersecurity requirements.</p>
Timeline	Available now	Available now	Available now	1-3 weeks for demo, testing, deployment and training
Effort/Cost	Already available to NSW DoE. Guidance documentation and videos will need to be created for teachers and students.	Already available to NSW DoE. Guidance documentation and videos will need to be created for teachers and students.	Already available to NSW DoE. Guidance documentation and videos will need to be created for teachers and students.	Cost per user
Specifications	Minimum spec device okay including internet-enabled phone	Minimum spec device okay including internet-enabled phone	Minimum spec device okay including internet-enabled phone	Depends on the vendor, but for most a minimum spec device suffices