



FBE SPECIFIC TESTS AND ASSESSMENTS PROTOCOL ON LOCATION FOR STUDENTS 2024-2025

BEFORE THE TEST

→ **Ensure that you are enrolled for the interim exam**

Students are automatically enrolled for the first tests belonging to the course of education first followed.

Each (academic) year, the student will have two opportunities to pass an interim exam. For exam resits (and in the event that a course module has to be retaken in a later academic year), students must enrol themselves. In these cases, students must enrol within the enrolment period through www.sis.hva.nl. The enrolment period may differ for different resits and can be found at www.mytimetable.hva.nl.

External (non-AUAS) minor students who do not have access to the enrolment system must report this before the close of the enrolment period to the contact person for Minors, who will consult with the examinations coordinator.

In the case of problems with enrolment and termination of enrolment for interim exams, the students can contact the Servicepoint at the class location or online prior to the close of the enrolment period at www.hva.nl/digitalservicepoint.

In the event of a payment arrears and consequently blocked AUAS account, no interim exams can be taken.

→ **Check your timetable for the right location and arrive on time**

Have you reported to the wrong test location? Latecomers can enter the room together at one time after 20 minutes, but not after this.

→ **Check your table number on the register in the corridor**

A register will be hung up in the corridor – this will state your name and the table number allocated to you. It is mandatory to sit in the by the register allocated row, unless the invigilator will give you permission to sit in a different row. If your name is not on the list, report to the invigilator.

→ **Coats, bags, (smartwatch) watches, mobile telephones and earphones in the locker**

Put all your things in the locker and only bring the permitted tools into the room – the lecturer will tell you what these are in advance – if in doubt, ask the invigilator present.

→ **Place your physical, valid ID on the corner of the table**

You will NOT be admitted to the test without a valid ID. You can only prove your ID with a valid, physical EEA proof of ID, EEA driving licence, Dutch alien's identity card or international passport. We will not accept photos or copies; if your document has been stolen and you can show an official police report, you will be permitted to take part in the test. A document that has expired will be accepted provided that the document expired no longer than six months ago.

→ **Make sure you know your AUAS log-in details and log in with your own AUAS account**

You cannot log in to a digital test without your AUAS log-in details, so you will not then be able to take the test. You should be logged in at all times to your own AUAS account. AUAS log-in details consist of your AUAS ID and your own password – learn this by heart! Log in to ANS as soon as you sit down.



→ **Being late**

Irrespective of the remaining time in ANS, the test will end when the test time minus 20 minutes has expired. N.B.: you are no longer entitled to the full test time and the test will end the moment the test time expires, irrespective of the time remaining indicated on your screen.

→ **Extended test time**

Students eligible for extended test time (Dutch: TTV) owing to dyslexia or another reason, must apply for the extended test time before the deadline through the digital Servicepoint. The deadlines for application are stated under 'Extended test time' in the AZ list on AUAS web ([ADDITIONAL EXTRA TIME](#)).

DURING THE TEST

→ **Your mobile telephone must be switched off and stored in the locker.**

→ **It is not permitted to wear a smartwatch, watch or earphones**

→ **Sit down in the place indicated and log in immediately to ANS with your own account**

→ **It is not permitted to visit the toilet during the test**

→ **Food is not permitted, only a bottle of water on the floor**

→ **You may not leave the room during the first half hour**

→ **TTV**

Are you entitled to extended test time (Dutch: TTV), but you don't see the extra time in ANS? Then contact the invigilator immediately.

→ **Checks on tools**

Invigilators will check permitted tools, for example a law book, during the test. The invigilator will inspect books for notes and can confiscate these during the test if necessary. If unauthorised tools are being used, this will be reported to the examinations board.

→ **Questions about the content of the test**

Comments or questions concerning the content of the test can be made known to the invigilator or examinations body at the moment the test is taken. The examinations body will then contact the lecturer.

→ **Saving the file in an upload test**

Save the file right at the start and change the file name as stated in the instructions for the test. N.B. also save the file regularly during the test. The student is at all times responsible for (intermediately) saving the to be uploaded document.

→ **Sanctions in the event of fraud**

All possible forms of fraud will lead to an official report being drawn up by the invigilator; the student may add to this, and it will immediately be shared with the examinations board. The examinations board will take a decision in relation to the case of fraud and the student will then be informed of this.



→ **Before the time expires**

Faculty Testing Protocol Faculty of Business and Economics 2022-2023

In ANS, a timer counts down equal to the test time, or a little longer if it's an upload test.

Upload the file in ANS promptly, as you must do this before the time runs out. The remaining time will also be announced in the room to make you aware of the end of the test. Make sure you always save the file and upload it before the time expires in ANS

AFTER THE TEST

→ **Handing in**

Once you are finished, you can hand the test in. Raise your hand and the invigilator will come over to you so you can sign the register. N.B.! Signing the register is compulsory, so don't leave the room without signing. This is the only way to prove that you actually sat the test



General test protocols 2024-2025

For all faculties

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This document was prepared in accordance with:

- AUAS Teaching and assessment Policy
- Teaching and Examination Regulations Format

31 May 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 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. An exception to this are the conditions under which a portfolio evaluation can take place, which is a test without an administration time. The Teaching and Examination Regulations 2024-2025 format indicates that the conditions for this are included in the Test Protocols. To avoid confusion with a portfolio assessment, an appendix has been created.

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. 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 programme manager is informed by the faculty testing organisation. 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)	3.1 On location: assessments
Presentation ((as part of assignment/professional product))	Oral	3.2 On location: oral test
Knowledge test (case, open questions, semi-open questions, multiple choice questions)	Digital	3.3 On location: digital test
Knowledge test (case, open questions, semi-open questions, multiple choice questions)	Written	3.4 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. When using one assessor, a digital recording is made of



the test. This is clearly communicated to 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. The study manual indicates which tools are permitted (including whether generative AI (tools such as Chat-GPT) may be used).
- 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. The advice is to make a recording per student, to use the standard recording options on a smartphone or laptop for the recording (for example camera or dictaphone function), if images are not necessary, to only record sound and save the recording on store in a Sharepoint environment. In addition, it is advisable to delete the recording after the retention period for the test has expired.
 - procedures for communicating the results.
 - Identification with valid and physical identification in the case of an online assessment (passport, EER-ID, EER-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, EER-ID, EER-driver's license 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

¹ In accordance with the rules on what is meant by a valid proof of identity on rijksoverheid.nl.



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.
- 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, EER-ID, EER-driver's license 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, EER-ID, EER-driver's license 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 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 digital test assistant at a fixed time).

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



- The test will be checked by a fellow examiner prior to administration (4-eyes principle). The examiner is responsible for ensuring that the 4-eye principle is applied.
- 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, EER-ID, EER-driver's license 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.
- In the event of fraud (including cheating, consultation, use of unauthorized tools) and other unauthorized behavior (including wearing a watch, mobile phone on the table, not following instructions from invigilators or employees), the invigilator/back-up guard can report to the student what he or she is suspected of doing.
- • In the event of fraud: the invigilator secures the fraud material and immediately reports the incident using the relevant form. The student may complete the test.⁴.
- In the event of a system malfunction, the examiner will wait for a maximum of thirty minutes to see if the malfunction can be remedied. If this is not the case, the test will be cancelled. The examiner or other person in charge in the room decides how long to wait, whereby the maximum of thirty minutes is observed. If an examiner or other person in charge in the room decides that more testing time should be granted than the scheduled testing time due to a system malfunction, he or she will contact their own testing agency. They will, in consultation with employees of the central Testing Team, determine whether

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.



there is room in the test schedule to extend the time. A written test can only be done if this does not lead to logistical problems, for example because the space must be ready for the next group.

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.

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, EER-ID, EER-driver's license, 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 is responsible for ensuring that the 4-eye principle is applied.
- 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, EER-ID, EER-driver's license, 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.
 - 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.
- If an examiner or other person in charge in the room decides that a written test should be granted more testing time than the scheduled test time due to an emergency, he or she will contact their own testing agency. They will, in consultation with employees of the central Testing Team, determine whether there is room in the test schedule to extend the time.

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.

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

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



Appendix 1. Conditions for portfolio evaluation (in the case of the educational concept of Programmatic Testing as an implementation of development-oriented testing)

The degree programme addresses the following points:

1. A portfolio evaluation only applies when the educational concept of Programmatic Testing is used in (part of) the course.
2. The learning and testing process is designed in such a way that there are sufficient interim, individual feedback moments focused on the learning outcomes/learning objectives/competencies of course (programme of data points). Students and teachers are fully aware of its content and meaning.
3. Any interim assessments, feedback (and forward) and subsequent actions of the individual student are recorded in a (digital) portfolio.
4. A repair option has been set up for when a student can still make minor adjustments in order to pass the educational unit.
5. The design of the high-stake decision moment has been given shape with the help of the [gespreksleidraad](#). In any case, decision rules have been included and communicated to students.