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Onderwerp General decision BoE on alternative exams Q4



To: Directors of Studies, Director of Education,  
Lecturers CEG

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Onderwijs & Studentenzaken, Facultaire Dienst

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Dear Director of Studies, dear Director of Education, dear lecturers,

On 22 April 2020, the Board of Examiners CEG (BoE) issued the following decision on alternative forms of assessment for the exams and resits in Q4 and Q5 of the academic year 2019-2020 because of the Corona crisis. For these exams and resits this replaced the decision of the Board of Examiners of 27 March 2020, as well as article 11 of the Rules and Regulations of the Board of Examiners on remote examination.

Hereby, the BoE complements its decision of 22 April with specific rules concerning online proctoring.

Pursuant to the Higher Education and Scientific Research Act (WHW), the Teaching and Examination Regulations (TER) and the Rules and Guidelines of the MSc CE-AES Board of Examiners, the Board of Examiners may allow deviations from the assessment as laid down in the Study Guide. In view of the prevention of the spread of the Corona virus and the measures taken by the Government, the Executive Board of TU Delft and the faculty of CEG, the Board of Examiners conditionally (see under 'conditions') allows the following deviations:

*A Written open-book exam off campus instead of a written exam on campus*

*B Oral exams instead of written exams*

Please note that orals must be taken with two examiners (or one examiner + recording, e.g. in Skype for Business).<sup>1</sup> The BoE gives permission to deviate from the rule that oral exams have to be public.

*C One or more (home) assignments instead of a written exam on campus*

*D Replacing assignments on campus by assignments off campus*

*E Shifting submission deadlines and examination dates*

Other alternative forms of assessment, such as written closed-book exams off-campus with online proctoring, may be allowed too, but this requires a separate decision by the Board of Examiners. Requests can be sent to [BoardofExaminersCEG@tudelft.nl](mailto:BoardofExaminersCEG@tudelft.nl). Specific rules on online proctoring are given at the end of this decision.

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<sup>1</sup> Ex articles 18 and 19 of the Teaching and Examination Regulations BSc and MSc CE-AES-CME-TIL (TER). See annex.

### Conditions

When using an alternative assessment form as mentioned above, all lecturers should observe the following:

- *The learning objectives of the course are adequately assessed.*  
If one learning objective cannot be assessed properly, it is acceptable if that objective is tested elsewhere in the programme. The Board of Examiners needs to give explicit permission for this.
- *All reasonable precautions against fraud are taken.*  
If irregularities are found out afterwards, including not complying with these conditions, the Board of Examiners may declare the results of the exam invalid.<sup>2</sup>
- *The alternative complies with the rules on privacy and with the RIVM, government and TU Delft guidelines on the prevention of the spread of the coronavirus.*
- *The alternative assessment form is not detrimental to the students.*  
Students with disabilities who are entitled to extra time must get sufficient time and not be disadvantaged compared to the other students. If the alternative is detrimental to one or only a few students, it can still be approved if a tailor-made solution will be made for these students. The Board of Examiners needs to give explicit permission for this.
- *All changes are communicated to the students concerned via Brightspace and by email preferably two weeks in advance or more*  
The announcement(s) must clearly state that the change follows from the policy of the Executive Board of the TUD with regard to the coronavirus and is permitted in that light by the Board of Examiners.
- *The examiner is responsible to coordinate the deviations as allowed by the Board of Examiners with the Director of Studies and track coordinators.*

### Pass / fail

Should the alternative exam form be less accurate than the regular assessment, but the examiner is still able to assess a pass or fail it is allowed to grade as pass or fail. The rulings as laid down in article 14 of the Rules and Regulations of the Board of Examiners should be observed.<sup>3</sup> Moreover, the following two sentences will be added to article 14 section 9: "If both a V and one or more marks are earned, the highest mark earned will be registered as the result if at least one mark is a 5.8 or higher after rounding off, and as V if this is not the case. If both an O and one or more marks are earned, the highest mark earned will be registered as the final result." (see annex).

### Online proctoring

The Board of Examiners will approve alternative exam forms with online proctoring only if the following conditions are met:

- no other alternatives without online proctoring are (readily) available;
- the general conditions for alternative exam forms mentioned above have to be observed;
- examiners should not rely exclusively on online proctoring to prevent fraud, but also take all other [reasonable precautions](#);
- if under the circumstances online proctoring is very disadvantageous to a student or even impossible, an alternative should be offered;
- the Regulation Online Proctoring of 19 May 2020 of the Executive Board of TU Delft should be observed.

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<sup>2</sup> Art. 7b R&G.

<sup>3</sup> Please note: art. 14 R&G (BSc and) MSc CE-AES-TIL is applicable to CME as well. See annex.

The use of alternative exam forms with online proctoring needs separate approval by the BoE. Well-motivated requests can be sent to [BoardofExaminersCEG@tudelft.nl](mailto:BoardofExaminersCEG@tudelft.nl).

**Further support**

Further support for developing alternative forms of exams, fraud prevention and privacy issues can be found on [Brightspace support](#). This information is regularly updated. In addition, you may contact EducationSupport-CEG@tudelft.nl.

In case you have made a request that has already been approved by the Board, that approval will remain valid.

The Board of Examiners CEG

A handwritten signature in blue ink, appearing to read 'G.G. Drijkoningen', with a stylized flourish at the end.

Dr.ir. G.G. Drijkoningen  
Chair

c.c. EduSupport, Head O&S, O&S

## Annex: Relevant sections of the current regulations

### **Article 18 TER – Oral examinations**

1. For oral examinations, no more than one student shall be tested at a time, unless determined otherwise by the examiner.
2. Oral examinations shall be public, except in special cases in which the Board of Examiners has decided otherwise, or if the student has filed an objection to the public nature of the examination.
3. The oral examination is administered by at least two examiners.
4. Prior to an oral examination, the examiner must ask the student(s) to provide proof of identity.

### **Article 19 TER – Determination and announcement of results**

1. The examiner determines the result of a written examination as quickly as possible but by no later than 15 working days after the examination. The results of written interim examinations shall be announced no later than five working days before the next written interim examination.
2. The examiner determines the result of an oral examination immediately after it is administered and issues the student with a written statement of this result.
3. The examiner records the results of the assessment of a practical exercise as quickly as possible, but in principle no later than 15 working days after the completion of the practical exercise at the designated time. In the education registration system (Osiris), the result will be dated on the date of completion of the practical exercise. With regard to a series of practical exercises in which the knowledge acquired in a previous practical exercise is important to the subsequent practical exercise, the result of the previous practical exercise shall be announced before the subsequent practical exercise. If this is not possible, the examiner shall schedule a timely discussion of the previous practical exercise.
4. The examiner is responsible for the registration and publication of the results in the education registration system (Osiris), with observance of the student's privacy. When the result of an examination is announced, the student is informed about the right of perusal as stipulated in Article 20 as well as about the possibility of appealing to the Examinations Appeals Board.
5. Contrary to the previous provisions, results achieved in the resit period in August shall be registered and published no later than the last working day of the week following the examination week in August.
6. If special circumstances prevent the examiner from registering the results on time, the examiner will report this to the Board of Examiners, accompanied by reasons, and notify the students and student administration as quickly as possible.

### **Article 7b R&G - Disciplinary measure in the event of an irregularity or suspected irregularity**

1. Prior to, during or after an examination, the Board of Examiners may decide that the examination must be taken in a different way or (re)taken at a different time in the event of any irregularity or if there are reasonable grounds for suspecting an irregularity, such as:
  - large-scale or organised fraud that renders the examination results untrustworthy and if it is not (yet) possible to determine which individual students are involved;
  - a technical failure during the examination that renders the results untrustworthy.
2. If the examination has already been taken, the Board of Examiners may decide to declare the results of the examination in question invalid for all participants. The examination must then be retaken. In this case the Board of Examiners will set a new examination date as soon as possible.

### **Article 14 R&G - Assessment**

1. In case there is no or more than one responsible lecturer for a course, the Board of Examiners will appoint an examiner who will have primary responsibility. The examiner with primary responsibility determines the grade. If for a course 10 credits or more can be obtained the assessment must be made by two persons.
2. The assessment method, including the weighing of components, should make clear to the student how the result was reached.
3. Written examinations will be assessed on the basis of model answers.

4. A result will be indicated either by a V (= Voldaan - pass), an O (= Onvoldoende - fail) or VR (= VRijstelling -exemption), or by a mark (number).
5. A final mark for a subject will be expressed in a whole mark, a half mark, or in a mark with one decimal. The meaning of the marks is as follows:
  - 9.5 – 10.0 excellent
  - 8.5 – 9.0 very good
  - 7.5 – 8.0 good
  - 6.5 – 7.0 more than sufficient
  - 6.0 sufficient
  - 4.5 – 5.5 insufficient
  - 3.5 – 4.0 poor
  - 1.0 – 3.0 very poor
6. If the marks are rounded off to half and whole figures, three-tenths, four-tenths, eight-tenths and nine-tenths will be rounded up and one-tenth, two-tenths, six-tenths and seven-tenths will be rounded down.
7. If an examination consists of more than one component, the course description in the study guide will indicate how the final mark will be determined.
  - The mark for each component will be expressed in decimals. Hundredths greater than or equal to 0.05 will be rounded up and hundredths lower than 0.05 will be rounded down.
  - A final grade is only given if all partial examinations and practical exercises are assessed with a 5.0 or higher. In the course description in the study guide this limit can be raised up to 6.0.
8. Final marks earned in another degree programme at TU Delft or another Dutch university will be adopted as they have been given, as a whole figure or half figure or as a decimal figure. The definition that the other degree programme attributes to those marks will also be adopted. However, for final marks earned abroad, the result will be a V (pass) or O (fail). The provisions of Article 28 apply to final marks that are earned abroad.
9. If more than one result is earned for a subject, the highest result that has been earned will be valid. *If both a V and one or more marks are earned, the highest mark earned will be registered as the result if at least one mark is a 5.8 or higher after rounding off, and as V if this is not the case. If both an O and one or more marks are earned, the highest mark earned will be registered as the final result.*
10. If a student is able to demonstrate that submitted examination work has been lost as a result of act or omission of the institution before being assessed, the Board of Examiners shall decide what subsequent course of action will be taken.

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2 The permitted graphing calculators are:

- Casio FX-9750GII, FX-9860GII of FX-9860GII SD, CG20
- Hewlett Packard 39GII
- Sharp EL 9900
- Texas Instruments 83 plus, 84 plus silver edition of 84 plus C silver edition
- Texas Instruments TI-Nspire CX, only the version without CAS (the TI-Nspire CAS is not permitted). Texas Instruments also provides an externally mounted cradle which permits communication with an external computer. This cradle is not permitted. Older types are also permitted, but it is possible that some assignments cannot be answered or are more difficult to answer using