



TRINITY
GRAMMAR SCHOOL

Year 12 Online Assessment

Student Manual

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1 Academic Integrity

1.1 Academic Conduct

While the online assessment environment is somewhat new to students, expectations for Academic Integrity, as outlined in the [Trinity Grammar School Assessment Policy](#), will continue to govern student conduct. The policy outlines expectations and the penalties associated with breaches of the policy. Students and parents are encouraged to make themselves familiar with the information in the policy.

In the context of online assessment, academic integrity means that students must:

- ▲ Adhere to the instructions on the Online Assessment Instruction Page
- ▲ Remain within the LockDown Browser for the duration of the online assessment
- ▲ Always remain visible and audible to the Invigilator
- ▲ Always follow the instructions of the Invigilator
- ▲ Not access prohibited tools or websites identified on the Online Assessment Instruction Page
- ▲ Not engage in any other actions that may be deemed to accrue undue advantage above other students

1.2 Online Assessment Environment

In the online assessment environment students must:

- ▲ Turn microphone on and leave it on
- ▲ Turn camera on and leave it on
- ▲ Turn speakers on and leave them on during the instructions phase
- ▲ Use hardware controls to disable speakers while in the LDB and to enable speakers if interaction with the invigilator is required. Leaving the speakers on will have the potential to be distracting.

Failure to meet the expectations for academic integrity and conduct in the online assessment environment will be considered a breach of the [Trinity Grammar School Assessment Policy](#). In this case a student will be penalised, and results may be discounted as evidence to inform Predicted Grades or school-based assessment marks.

2 Locked Down Browser

The online assessments will be conducted in the Respondus LockDown Browser.

The LDB must be downloaded onto your device and pinned to your task bar.

You cannot enter the online assessments without the LDB.

You can download the LDB [here](#).

3 Student Online Assessment Protocol

3.1 Process

Online assessments will be accessed and completed via the following process:

1. A Canvas Announcement from the *Year 12 Final Assessments Canvas Course* will be sent to you via your School email 15 minutes before the commencement of each assessment.
2. Within the Canvas Announcement you will access **your** specific Online Assessment Page. The Online Assessment Page will contain any files you may wish to print, such as stimulus text. Stimulus material will also be included in the Canvas assessment – you do not have to print it.
3. The Online Assessment Page will provide the link to **your** student's specific MS Teams invigilation space for this assessment. You must enter this MS Teams space 15 minutes before the assessment start time.
4. When all students have entered their specific MS Teams invigilation space, the Invigilator will provide the online assessment start code for you to write down. Please note, you cannot access the assessment without this code.
5. Open the LockDown Browser installed on your device, navigate to the *2021 Final Online Assessments Canvas Course*. Again, select the Announcement for this assessment. This time, click the link to the Canvas online assessment and enter the start code you have been provided.
6. Follow the online assessment protocol to complete the assessment.

3.2 Device settings

- ▲ Microphone turned on remain on throughout the duration of the online assessment
- ▲ Camera turned on and remains on throughout the duration of the online assessment
- ▲ Speakers on and remain on throughout the instructions phase of the online assessment
- ▲ Use hardware controls to disable speakers while in the LDB and to enable speakers if interaction with the invigilator is required. Leaving the speakers on will have the potential to be distracting.

3.3 Before the online assessment

- ▲ Ensure a quiet location
- ▲ Assemble any printed notes or textbooks you may wish to have available
- ▲ Ensure you are aware of expectations for academic integrity in the online assessment environment
- ▲ Enter the *Year 12 Final Assessment Canvas Course*. Open the Canvas Announcement
- ▲ Read the Online Assessment Instructions and print any stimulus material if you wish
- ▲ Make sure you are aware of any prohibited equipment or tools
- ▲ Enter your MS Teams invigilation space via the MS Teams link in your Online Assessment Page
 - 8.45 am for morning assessments
 - 1.45 pm for afternoon assessments
- ▲ Wait for instructions from the Online Assessment Invigilator

3.4 During the online assessment

- ▲ Listen to instructions from the Online Assessment Invigilator
- ▲ Write down the LockDown Browser start code for this online assessment when it is given to you by the online assessment Invigilator
- ▲ When instructed, open the Locked Down Browser and navigate again to the assessment Announcement in the *Year 12 Online Assessment* Canvas Course, this time from within the Locked Down Browser
- ▲ Open the Online Assessment Page and enter the Canvas online assessment by clicking on the Canvas quiz link
- ▲ Enter the assessment start code
- ▲ Disable speakers using hardware controls; enable speakers if you wish to speak to the invigilator during the assessment
- ▲ Complete the assessment
- ▲ Do not leave the LockDown Browser during the assessment
- ▲ Submit the assessment
- ▲ While you are still in the MS Teams online invigilation space, use your mobile device to take images of any handwritten responses and upload them to the Canvas Assignment indicated in the Assessment Page
- ▲ When you have finished, let the invigilator know and wait to be dismissed; you must not leave the MS Teams online invigilation space until the invigilator gives you permission to do so
- ▲ It is not possible to re-enter the online assessment once you have left the Canvas Quiz and MS Teams

**IF YOU EXPERIENCE TECHNICAL DIFFICULTY DURING THE ASSESSMENT, CALL
9581 – 6171 AND SOMEONE WILL SPEAK TO YOU**

4 Student Support

Throughout this week, students will be supported to understand and to gain confidence with the expectations and protocols for online assessment. This table outlines the planned support sessions for students; additional support will be provided as required. Students will receive an update each morning through a Canvas announcement that provides necessary details and links to take part in the scheduled information and support sessions. A number of normal timetabled lessons will be replaced with information and support sessions. Students must prioritise identifying and taking part in these sessions.

Day	Focus
Monday	<p>Year 12 Final Online Assessments Canvas Course Students receive access to the Canvas Course through which the online assessments will take place</p> <p>Parent and Student Information Session with senior staff Questions will be received and answered</p>
Tuesday	<p>Briefing Session with Housemasters and senior staff Academic Integrity, Online Assessment Protocol, ICT support and downloading the Respondus LockDown Browser</p>
Wednesday	<p>Practice Session 1 with ICT staff and senior staff Multiple choice, Numerical answers, Formula Questions</p> <p>Updated Assessment Notifications published to students Duration of the online assessment Content / syllabus areas / topics that will be assessed Content / syllabus areas / topics that will not be assessed</p>
Thursday	<p>Practice Session 2 with ICT staff and senior staff Extended responses, stimulus-based questions and handwritten submissions</p> <p>Writing Booklets Students receive writing booklets in mail for handwritten responses</p>
Wednesday - Friday Tutor / Lunch	<p>ICT Help Sessions Additional support via ICT MS Teams link</p>

5 Disability Provisions

The School is committed to providing students the provisions currently approved by the IB or NESA. Case managers will work with individual students and parents to understand how these provisions will be implemented in the online assessment environment. Case managers will be in contact with students and parents from Wednesday onwards.

6 Illness and Misadventure

Students who are prevented from attending or completing an online assessment due to illness and other unforeseen circumstances will be eligible to apply for illness and misadventure processes according to the [Trinity Grammar School Assessment Policy](#).

It will not be possible to offer individual catch-up sessions for students unable to complete an assessment due to illness or misadventure.

No student will be disadvantaged due to large scale issues beyond their control arising from the School's implementation of online assessment.



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