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SLCL

Exam *Honesty Code* in Brightspace

Your Exam Options in Brightspace

Providing Students with One-Stop-Shop in My Learning Space
and using Checklists/Quizzes

OR

Using only Assignment Submission Box with Honesty Statement that students copy and paste with submissions

WHAT YOU WILL FIND IN THIS MANUAL

In this manual you will find instructions on how to ensure your Brightspace exams follow the Honesty Code suggested by UCD Teaching and Learning. More information can be accessed here.

This document has the following sections:

1. **Working with Online Assessments- My Learning space in Brightspace- Getting Started**

All our students would have access to their modules online and it would be recommended as per UCD Teaching and Learning to use some of Brightspace functionalities to help students with their assessment delivered online.

To start with, you will need to **set up a separate "unit"** in My Learning space of your module (below) that will:

1. Provide the information on Academic Integrity. You can use a link to SLCL website holding all information on plagiarism,extenuating circumstances and more. https://www.ucd.ie/slcl/study/currentstudents/policiesandformsundergraduate/.You can use the so called "description" of the unit to hold this information
2. Use a Checklist **or** a Quiz before your assessment happens (depending of your preferences)
3. Link the assignment to the unit and add to the assignments"Honesty Code" statement if there is no checklist/quiz set up

2. Adding a Checklist to My Learning

Checklists in Brightspace would enable students to "tick off" their progress and completion and are a good tool to boost engagement but can also be used attached to the Assignment Submission box to support Academic Integrity.

To add a Checklist to My Learning space you can start with **adding an Existing Activity**, once you add the activity, then you have to choose Checklist and here you can add a new one (below).
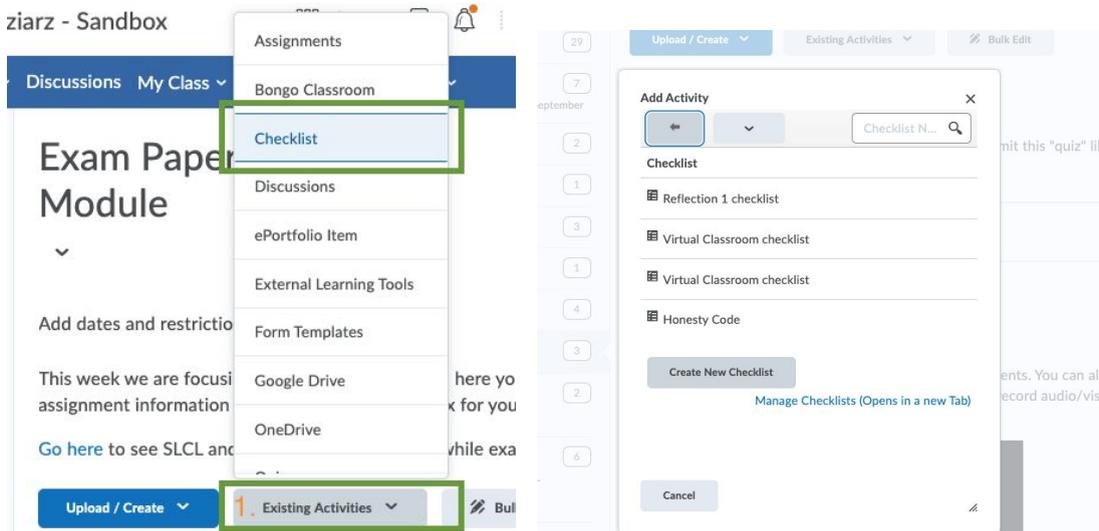
That action will add a new checklist to My Learning space however, it will be just an empty shell.

Start with: Add a **New List (= name of the checklist to can be e.g. Exam Honesty Code)** and then Add a **new Task** = a statement to tick to tick

Then you can add your statements here. Below the recommended statements:
1. I have read and understand the Plagiarism Policy as well as other SLCL Policies

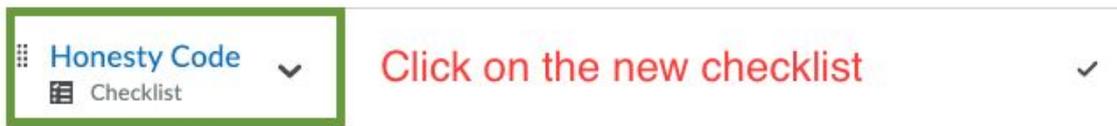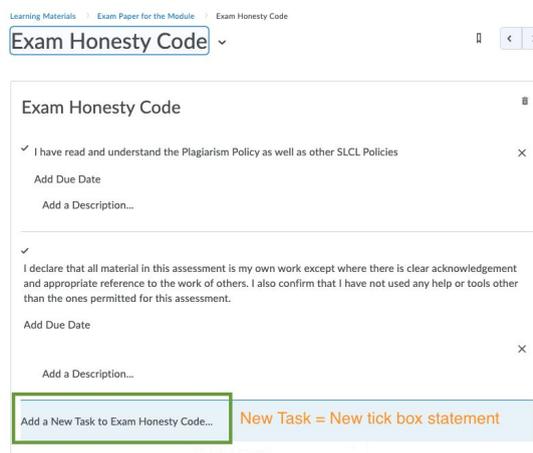2. I declare that all material in this assessment is my own work except where there is clear acknowledgement and appropriate reference to the work of others. I also confirm that I have not used any help or tools other than the ones permitted for this assessment.

You can also add to the above if needed.
Students will see the checklist like below:

100 % 2 of 2 items complete

Exam Honesty Code

☑ I have read and understand the Plagiarism Policy as well as other SLCL Policies

☑ I declare that all material in this assessment is my own work except where there is clear acknowledgement and appropriate reference to the work of others. I also confirm that I have not used any help or tools other than the ones permitted for this assessment.

Students will tick the sentences in the checklist but there is **no submission button** of their inputs, it is just recorded as a completed activity in My Learning space (as shown above 100%) and students can also "untick" these.

3. Adding a Quiz to My Learning as an Alternative to Checklist

Alternatively you can also add a quiz for students to do before the exam assignment is released to them. Quiz has the functionality to submit their answers and for those who are used to using it, might be an option. Follow the steps below for a set up:

Start with going to Assessment>Quizzes and <u>set up a new Quiz</u> with one Multi-select question.

Do not attach a grade item to this quiz, set it to one attempt.

In Multiselect quiz add the Honesty Code sentences mentioned above (in Checklist) and your quiz will look like below:

Add your quizz to My Learning space by selecting Add Existing Activities

4. Adding Assignments to My Learning with The Release Conditions

Start with a set up your Assignment submission box within your module (below).
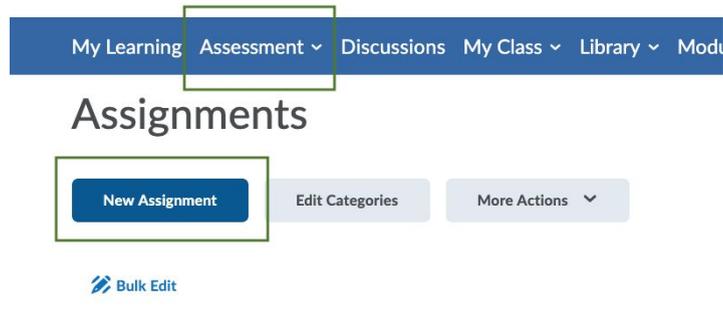
When setting the assignments go to the Assignment Properties there is the Instructions box which students will be seeing when submitting the assignments. This is where alternatively you can insert the "Honesty Code" for students to copy and paste into their submissions.
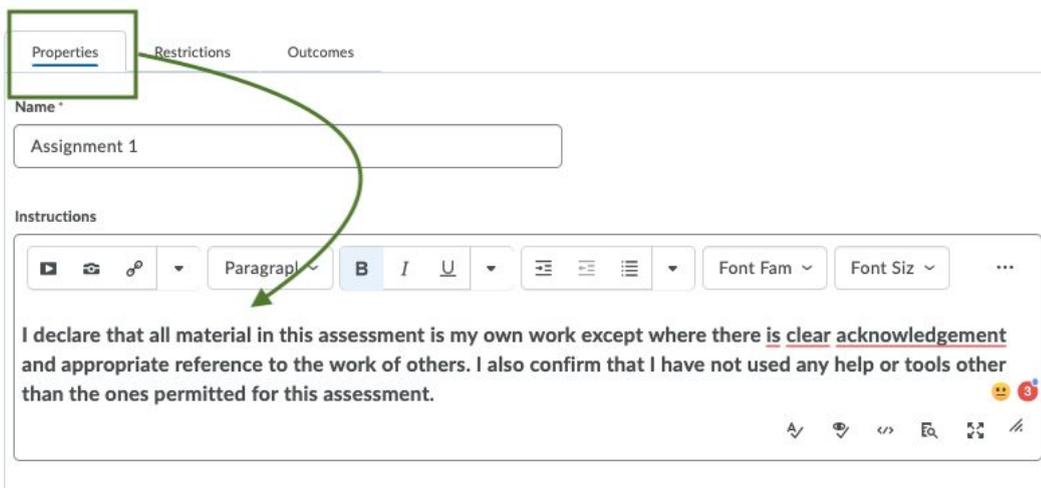
The disclaimer statement **could** include the following wording:

> *I declare that all material in this assessment is my own work except where there is clear acknowledgement and appropriate reference to the work of others. I also confirm that I have not used any help or tools other than the ones permitted for this assessment.*

Alternatively, you can add: By selecting button SUBMIT *I declare that all material….*

Anonymous Marking of exams - There is a functionality when setting up the exam submission box for anonymous marking . Please note if you are not grading in Brightspace, you will be not able to identify students, therefore they HAVE to be instructed to put their student number on top of their submissions. You will not be able to change the settings after students submit their work.

Anonymous Marking

☐ Hide student names during assessment

Before Saving the assignment, consider also the Restrictions tab for due dates etc. Make sure you fully inform students about the start/end dates of the exam.


To ensure full integration with My Learning space, now add the assignment to your Exam unit. In order to to it, go to Existing Activities and select Assignments, then choose the relevant assignment and add it there.
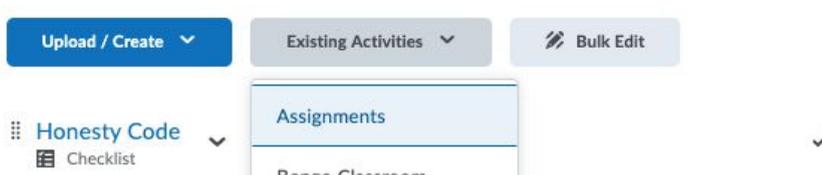
Next step would be to restrict access to the assignment based on completing either the Checklist or a Quiz.

You need to then click on the assignment submission box in My Learning and from the drop down menu select: **Edit Properties In-Place**
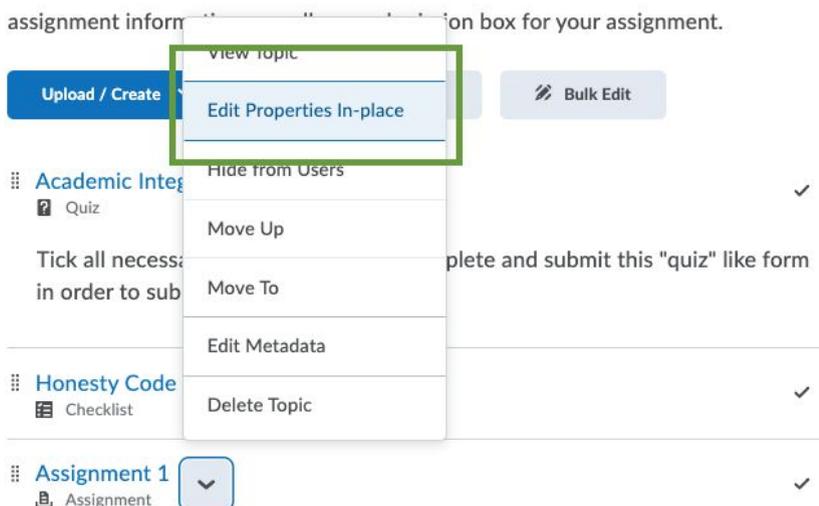
That will allow you to add "Release Conditions" - select Create. That action will bring a pop up window when creating a new Release Condition. Select then from the drop down list either the checklist or a

quiz and conditions under which it impacts the assignments (below).

Create a Release Condition   ✕

Release this item when the following condition is met:

Condition Type

Completed quiz attempt ⌄

Condition Details

Quiz

Academic Integrity confirmation ⌄

Number of Attempts
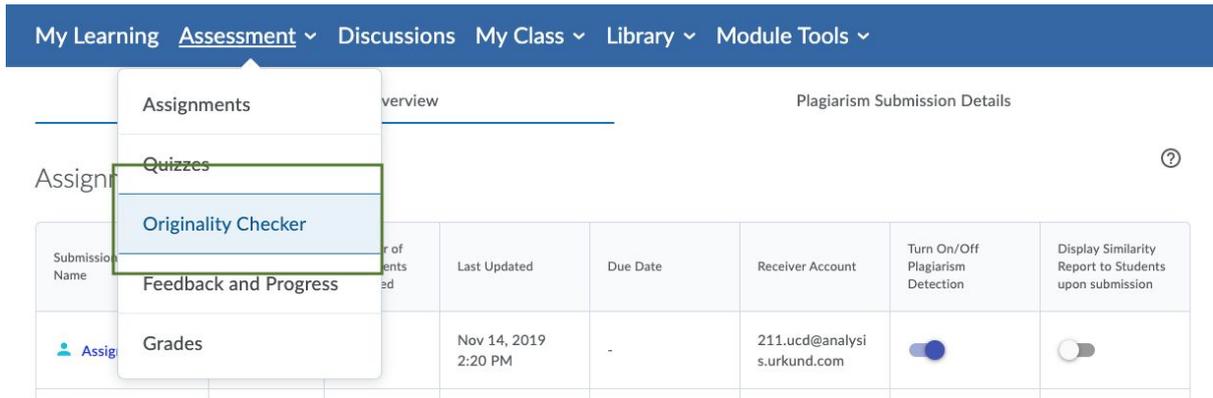
1 ⌄

Create   Cancel

5. Switching on Plagiarism Checker

This might not be relevant to language exam papers; however very important while submitting an essay for "content" modules. UCD uses a tool called Urkund and here more information on its use in assessment.

Go to the Assessment tab and select the Originality Checker *if applicable to your exam*

That action will get you to a panel of the UCD plagiarism tool (Urkund, here more info). Go to the relevant name of an assignment and Turn on the plagiarism checker.

Submission Folder Name	Number of Documents Submitted	Number of Documents Analyzed	Last Updated	Due Date	Receiver Account	Turn On/Off Plagiarism Detection	Display Similarity Report to Students upon submission
👤 Assignment 1	3	3	Nov 14, 2019 2:20 PM	-	211.ucd@analysis.urkund.com	🔵	⚪

You can consider displaying the report to students and turn it on as well (last column above).