

**Guidelines for exam reviews in the COVID-19 context:**

1. According to the Teaching & Examination Regulations, students have a right to review their exam.
2. The course coordinators should inform students about when the exam review will take place.
3. Students should be asked to register for the exam review.
4. Only students who have registered should be facilitated to review their exam.
5. The course coordinator should keep a record of which students have registered for the exam review.
6. How the review takes place depends on the type of exam and what is workable for the lecturers.
7. Currently there is no other option than offering an exam review online.
8. Course coordinators can ask the coordination team to assist them with organizing the exam review (points 2, 3, 4 & 5 above).

**Ideas for an online exam review are:**

- Share answers to open questions on Brightspace and give students the opportunity to discuss their answers in a meeting. The objective here is to facilitate formative learning.
- Organise a virtual classroom session (per module) in which you give feedback on the exam by addressing the most common mistakes. Students can ask questions in the chat (ask a colleague to act as moderator). You could organise break-out rooms per class/lecturer, to give the students the opportunity to talk to their own lecturer. The objective here is to facilitate formative learning as well.
- Sometimes students want to see how their grade was calculated or students may want to compare their own answers with the correct answers to see if the grading has been done correctly. Then you have to show them the exam that they have submitted. You can then tell the student that a PDF / photograph of the exam will need to be made and therefore the student will have to send an email to make a separate appointment with you.
- Sometimes students want to see how a group assignment was graded. Also here you have to show them the submitted deliverable. You can then tell the student that a PDF / photograph of the exam will need to be made and therefore the student will have to send an email to make a separate appointment with you.

The examination board welcomes other ideas to conduct online exam reviews.