

Conducting Online Portfolio Assessments

The point of departure is that the assessments take place at the scheduled times.

Assessment preparation by assessors

- Create an assignment in Brightspace in which the student can submit part or all of the portfolio.
- Read (the digital version of) the portfolio prior to the assessment, so that there is enough time to conduct the assessment interview during the scheduled timeslot. Write down your findings and questions for the assessment interview. As this will take place online, we expect it to take a little more time than a face-to-face interview.
- Discuss your findings for the portfolio with your fellow assessor and determine which questions you are going to ask during the assessment interview.
- Agree on a division of roles with your fellow assessor and divide the topics for the interview.

Contact prior to the assessment

The first assessor contacts the student by telephone *a few working days* prior to the assessment to:

1. Briefly review the protocol for the online assessment (see below).
2. Agree whether the scheduled time for the assessment is still feasible for both assessors and the student (for example, it may not be feasible due to the presence of children). If it is not feasible, schedule another appointment.
3. Agree which online tool will be used to conduct the interview. Examples of tools are:
 - **Skype**: not Skype for Business, because this does not appear to work properly for us yet. If you use Skype, you will need your own login details. You will therefore have to create an account.
 - **Zoom**: similar to Skype. In this case you also need to create your own account in order to log in. <https://zoom.us>
 - **Brightspace**: virtual classroom
 - **WhatsApp**: video call in a group chat of up to four people.
 - **FaceTime**: video call in a group chat only for Mac.
4. Test whether the selected tool works for all persons involved.

Protocol

During the assessment

- Log in to the tool of your choice a few minutes before the scheduled assessment. Have the portfolio and the documents you need for the assessment at hand.
- Confirm the student's identity, for example by him/her holding his/her ID in front of the camera. Also have the student show that he/she is alone in the room.
 - Please note: In the event of fraud, the fraud protocol will be put into effect.
- The first assessor adds the second assessor and the student to the call.
- Provide the usual introduction. Think of:
 - Put the student at ease. The assessment is his or her stage.
 - Inform the student about the purpose of the assessment, the procedure, the division of roles and the rules.

- Conduct the assessment interview.
- After the interview, ask the student to leave the call, for example by disconnecting.
- Establish your own score for the assessment by weighing your findings from the portfolio and the interview by topic/competence/(behavioural) indicator.
- Discuss your score with your fellow assessor in order to decide on a substantiated overall score together. Use the decision rules for this. Write the overall score and the substantiation on the digital assessment form.
- The first assessor then invites the student back into the group call.
- Give the student the assessment with the substantiation.
- Give the student feedback for further development based on the substantiation of your score.
 - Please note: You can also record the feedback in the assessment field of the assignment folder in Brightspace.
- Mail the completed assessment form to the student, so that he/she can read it and approve it immediately by email (instead of a signature). Approval means that the student does not see any factual inaccuracies on the assessment form. The student's approval of the assessment form by email is a requirement. Make a screenshot of this.
 - Please note: the assessors do not place a digital signature on the form for the online assessments.
- The first assessor saves 1) the assessment form, and 2) a screenshot of the student's email with his or her approval of the assessment in a digital archive, e.g. OnStage, and enters the mark in SIS.

Tips for an online assessment

- Make sure the necessary equipment is fully charged or connect the equipment to a charger.
- Use a headset.
- Switch to audio only (this closes the video call) if the connection is too slow for video calling.
- Schedule breaks between assessments, because conducting online assessments is strenuous.
- If you have any doubts, questions and/or concerns, contact your module coordinator.

Good luck and have fun conducting the online portfolio assessments.

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