

LEGAL ENGLISH I – SOFL 1511

WRITTEN ASSESSMENT PROTOCOL

1. The SOFL 1511 written assessment will be conducted online in the 2nd class of week 13. Students must take the exam via a desktop or laptop computer, or a tablet. It is not possible to do the assessment with a mobile phone. Any student attempting to do so will be considered absent for the assessment and will not receive any grade.
2. The assessment will be completed by the student uploading a file to their respective Sakai class. A class assignment on Sakai will be set up for this purpose. The exam will start at 14:45 or 16:45 depending on the time of each student's lesson. Students will have 60 minutes to complete the exam.
3. At all times during the assessment, students must be present in their class MS Team with their cameras on. Microphones may be muted but should be operational in case the teacher asks the student to respond to a question. This means that you must take the exam from a location where it would be possible for you to turn on your microphone, if asked to do so. In addition, class teachers may request any student to share their computer screen at any time during the assessment.
4. Any student who is not present in the MS Team with their camera on for the entirety of the assessment will receive a zero.
5. Students are entitled to refer to any materials posted on the Team during the assessment and may use electronic dictionaries and the internet for research purposes (if necessary). However, the use of any type of electronic translation application is strictly forbidden. Students are also prohibited from receiving any third-party assistance for completion of the assessment.
6. Students may not copy and paste material from their research into their assessment. Students should note that all files uploaded to the assignment on Sakai will be automatically transferred to the Turnitin.com site for plagiarism checking. Students who are adjudged to have plagiarised will receive a zero.
7. The class teacher may interview any student suspected of cheating (for example, using electronic translation or third-party assistance) to verify their assessment performance.