MOFS guidance for exams with any online components

This additional guidance is designed to supplement the Assessment on MOFS information available on the LTDS website and applies to all modules with online exams.

Introducing a new online exam
If a new online exam needs to be introduced, either for a new module or because of a change to the assessment type on an existing module, the School must contact the OLAF team in LTDS by emailing olaf.admin@ncl.ac.uk to ask whether it will be possible to support the exam. This applies to:
- All exams where a computer is required for any part of the exam
- All exams that take place during teaching weeks, as well as exams that take place in the assessment periods.

When emailing the OLAF team please provide the following information:
1. Module code and title
2. Type of exam:
   - Online Assessment and Feedback (OLAF)
   - Diversifying and expanding online exam provision pilot
   - Other (please provide details of the software that students will need to access during the exam)
3. When in the academic year the exam will take place:
   - Semester 1 or Semester 2
   - During teaching or in the assessment period
4. Approximate number of students
5. Duration of exam

The OLAF team will liaise with NUIT and the Exams and Awards Office in order to confirm whether the requested new online exam can be supported.

Coding online exams correctly in MOFS
Once it has been confirmed that a new online exam can be supported, it must be coded with Component type ‘PC Exam’ in MOFS. This applies to any exam where a computer is required for any part of the exam, even where other parts of the exam are taken on paper. This is essential to ensure that the Exams and Awards Office schedule the exam in a computer cluster.

Additional information about other parts of a PC exam (for example if there is a written part) should be added in the Comment field.

Assessment period and mid-semester exams
It is essential that when an exam takes place is correctly coded in MOFS. In the When set column enter:
- A for assessment period exams
- M for mid-semester exams (exams that take place during teaching weeks)

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<tr>
<th>Document last modified by LTDS, December 2018</th>
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<tbody>
<tr>
<td>This document is primarily intended for:</td>
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<tr>
<td>Module Leaders and L&amp;T Administrators</td>
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<tr>
<td>Contact</td>
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<tr>
<td><a href="mailto:olaf.admin@ncl.ac.uk">olaf.admin@ncl.ac.uk</a></td>
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