



## **Standard Operating Procedure (SOP) for design and development of online assessments.**

This SOP document sets out the procedure for design, development, review and revision of online assessment(s) (quizzes, wikis, MCQ\* etc.) on blended or face-to-face courses where the support of the Blended Learning Unit is required.

### **1. Assessment Proposal Form Submitted**

Task Owner(s): Content Developer

The content developer clearly notifies the designated Educational Technologist of proposed development of/revisions to online assessment(s) using the Proposal Form.

### **2. Assessment Revision and Agreement**

Task Owner(s): Content Developer and Designated Educational Technologist

Both task owners meet and review the proposed revisions to online assessment(s) from an operational perspective. Agreement reached on proposal and deadlines.

### **3. Revisions made according to Proposal Form**

Task Owner(s): Will depend on agreement reached above

Content Developer and designated Educational Technologist agree to make relevant revisions. The ownership of revisions is noted in the Proposal Form.

### **4. Preview/trial run of the final assessment is carried out**

Task Owner(s): Content Developer and Designated Educational Technologist

The Content Developer previews/trial runs the final assessment to ensure reliability etc. The designated Educational Technologist ensures the technical configuration of the assessment is correct.

### **5. Final sign-off of online assessment revision(s)**

Task Owner(s): Content Developer and Designated Educational Technologist

Proposal Form is signed-off on by both parties.

Notice period to designated Educational Technologists required for revisions to online assessment(s):

- *Significant (Creation of a Question bank and/or online quizzes, etc.)*  
**At least 15 working days** prior to being made live to students
- *Minor*  
**At least 5 working days** prior to being made live to students \*\*

### **Note:**

Where notice periods for revisions to online assessment (s) are not observed, no guarantee can be made by the Centre for Teaching and Learning/Blended Learning Unit that online assessments will be ready to go live to students.

\* This does not pertain to Turnitin coursework assignments.

\*\* During the course of online assessment(s) revision, if *Minor* changes proposed are subsequently determined to be *Significant*, then the notice period for *Significant* will apply.