

How to add assessment files to the Digital Education File

Guidelines for examiners



Faculty of Humanities
Vrije Universiteit Amsterdam
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Assessment files

Within the Faculty of Humanities the assessment file has been used for several years. Course coordinators, in their role of examiner, are asked to assemble a file within which the most important documents of a course in relation to testing are archived. The following components form the core of the assessment file:

- (1) the study manual;
- (2) the documentation of all assessment components of a given course;

As regards point (1): at least the following information should be included in the study manual:

- details of the course (title, code, level, number of ECTS credits, examiner)
- a description of the course content;
- the teaching methods used in the course;
- the learning objectives of the course;
- the method(s) of assessment of the course including the weighting of the different grades of the assessment components and ways to compensate for grades within the course;
- the schedule for the study period, including the date of the exam(s) and/or deadlines for papers, papers or other assignments (including resits).

As regards point (2), the documentation of all assessment components of a given course, a distinction can be made between written exams and other assessment methods.

In the case of a written exam, the assessment file must include the following:

- the pilot exam;
- the exam (and the resit exam, if applicable), which must contain a cover page that states the name of co-examiner (who is not involved in the course) who carried out the peer review;
- the answer key of the exam (and any resit exam).

For other assessment methods (papers, oral presentations, etc.), the teacher will give:

- instructions with regard to content;
- the assessment criteria (by means of e.g. an assessment model or form).

The criteria must be submitted to a fellow examiner (who is not involved in the course) to be checked; the study manual must state who carried out this peer review. When assessing papers, a paper-based form of assessment is preferred.

At least an assessment form must be used for the assessment of oral examinations. The instructions with regard to content, the assessment criteria used and/or the assessment model or form must be included in the study manual of the course in question.

The retention period of the documents mentioned above is 7 years.

Collecting assessment files in the Digital Education File

The Digital Education File (DEF) is a digital system that is developed by VU colleagues to enable faculties to administer all education files. Faculties can save all kinds of education related documents in the DEF (e.g. the Teaching and Examination Regulations or annual programme reports).

Saving all assessment files in the DEF is an effective way of archiving and obtaining a clear idea of assessment and testing within a study programme. This makes the DEF an important instrument to execute the faculty assessment policy. With the DEF it is easier for lecturers to consult documents of all courses in the degree programme. The DEF makes it possible to profit even better from each other's knowledge and insights. By collecting assessment files, the programme director can also check whether the programme's assessment plan is complied with and identify any bottlenecks.

The Examination Board fulfils an important role in assuring the quality of assessing of testing within our faculty. The assessment chamber regularly requests examiners for an assessment file. The file is closely surveyed and commented by members of the assessment chamber. The chairman of the assessment chamber then informs the examiner about the outcome.

Which documents are not saved in the DEF?

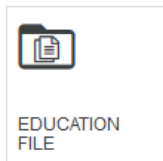
The individual testing results of students need to be saved. Because of student privacy it is not possible to save these in the DEF, but grades are naturally saved in the administrative system of VU.

Work that students have handed in, e.g. written papers and test results, are to be retained for 2 years. Because of student privacy it is not possible to save these in the DEF either.

- Paper documents can be saved by the Education Secretariat (HG12A76). Make sure you deliver the documents in a closed VU-envelope, stating the course title, study programme and academic year.
- Written work by students (papers or assignments, that are corrected digitally, e.g. with Urkund) can be digitally archived in Canvas.

What is expected of examiners?

Examiners are expected to assemble assessments files for all courses, and upload them in the DEF.



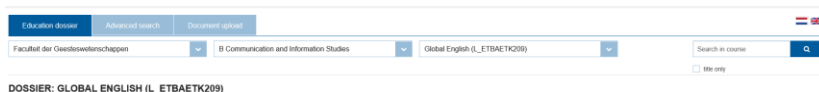
Where to find the DEF

Click on the tile 'Education File' at your VUweb homepage to open the Digital Education File, or use this link:

<https://digitaalonderwijsdossier.login.vu.nl/SitePages/Home.aspx#!/dossier>
(log in with your VU ID and password).

How to navigate

At the homepage of the DEF (screenshot page 4) you see three tabs. Use the tab 'Education Dossier' to navigate within the system. You will see three drop down menus.



Select the Faculty of Humanities (Faculteit der Geesteswetenschappen) in the first menu, than the degree programme (e.g. B Literature and Society) in the second menu and finally a course (e.g. Narratology or Academic Skills) in the third menu. The list that appears shows which documents are added to the degree programme or particular course.

Upload documents

Use the tab 'Document upload' to upload your files. Only course coordinators are able to add files. Please note that only PDF-files are accepted, so Word or other types of documents have to be converted first. Choose the correct faculty, degree programme and course (please note that minor courses are always linked to a bachelor programme). You also need to add a document type and label, with use of the following guideline:

	Document type	Label
<i>Course manual</i>	Course manual	Assessment file
<i>Pilot test</i>	Exam – restricted**	Assessment file
<i>Final test*</i>	Exam – restricted**	Assessment file

<i>Answer key*</i>	Answer key – restricted**	Assessment file
<i>Assessment form*</i>	Assessment form	Assessment file
<i>Assessment matrix (if used)</i>	Assessment matrix	Assessment file

**When students have taken more than one test during the course, all documents of the different tests need to be included to the assessment file. Also resit tests need to be added.*

*** It is also possible to choose the document types "Exam" and "Answer key" for exams and answer keys. In that case, however, these documents can be consulted by all users of the DEF; from the point of view of security, it is the faculty's policy to shield exams and answer keys. On the accessibility of the DEF in general and these documents in particular, see pp. 6-7.*

After choosing the right document type and label, select the correct academic year and choose a title for the document that makes it easy to retrieve. We advise you to use the following structure: [course title] [document type] [academic year], so for example: Narratology course manual 2018-2019

Finally browse the document you want to add and do not forget to check the box next to 'Agreement'. The agreement states that information should not trace back to individuals. This concerns only students, so make sure that no information can be traced back to them or their individual results. It is no problem if teachers are named in the documents (for example in the course manual).

Use the tab 'Education Dossier' to check if the documents are uploaded in the DEF and in the right folder. They should be visible after a few minutes and you can find them by selecting the right folder in the drop down menu (see 'How to navigate'). You can also delete (with the red trash can symbol) or change the metadata (with the green pen symbol) of the documents you have uploaded before.

Submission dates assessment files

Course coordinators are expected to upload the assessment file no later than four weeks after the resit of the course test. You can use the year planning of the faculty as your guideline.

Accessibility to the DEF

Only VU employees are able to access the DEF. The permissions they have depend on the role they have in the organization. It is possible to have reading rights (R) or reading, writing and deleting rights (RWD). Rights vary as well on the institution level (I), faculty level (F), degree programme level (DP) and or course level (C).

	I	F	DP	C
Course coordinator / teacher	R	R	R	RWD
Programme director	R	R	RWD	R
Dean of Education	R	RWD	R	R
Teacher members programme committees (including study advisors)	R	R	R	R
Members of the Examination Board (i.a. assessment chamber)	R	R	R	R
Policy advisors and Student Affairs Officers	R	RWD	RWD	RWD
Head of the Education Office	R	R	R	R

Some documents are only visible to a limited number of employees. This concerns the following document types:

- Course evaluation: only visible to the course coordinator, the teaching members of the programme committee and the programme director.
- Examination shielded: only visible to the course coordinator, the programme director and the members of the examination committee.
- Response model shielded: only visible to the course coordinator, the programme director and the members of the examination committee.

In addition to the staff referred to above, the faculty administrators of the DEF (policy advisor for education and quality assurance; some student affairs officers) also have access to the documents referred to above.

Further information

To find out more about the Assessment Files within the Faculty of Humanities, please visit [Documents Testing and Assessing Faculty of Humanities](#) on VUweb.

Education dossier	Advanced search	Document upload
Faculty *	<input type="text" value="Faculteit der Geesteswetenschappen"/> ▼	
Programme *	<input type="text" value="B Communication and Information Studies"/> ▼	
Course *	<input type="text" value="Global English (L_ETBAETK209)"/> ▼	
Documenttype *	<input type="text" value="Course manual"/> ▼	
Labels	<input type="text" value="Assessment-file"/> <input type="text" value="Course-materials"/> <input type="text" value="Add a label"/>	
Period *	<input type="text" value="2018 - 2019"/> ▼	
Title *	<input type="text" value="Global English Course Manual 2018-2019"/>	
Document *	<input type="text" value="Course manual Global English.pdf"/>	<input type="button" value="Browse"/>
Agreement *	<input checked="" type="checkbox"/> I hereby declare that the document to be added does not contain information that can be traced back to individuals.	
<input type="button" value="Reset"/>		<input type="button" value="Upload"/>