

## **Institution 6**

### **Use Case 1.0 Item Development**

#### **JISC Digital Repositories Programme**

**Actors:** Sub dean for TLA (Teaching, Learning & Assessment), lecturers, subject experts

**Summary:**

Within medicine, the sub dean for TLA writes the majority of questions for use in exams but asks lecturers to write questions for the modules on an ad-hoc basis, especially when there is a change of course.

**Trigger state:**

Question levels are inadequate to meet the needs of coming exams

**Common course of events:**

1. The sub dean asks lecturers each year to write questions for each of their modules.
2. The sub dean looks at the question bank and compares the number of questions in each category against the requirements of the coming academic year.
3. Areas of weakness are identified and the sub dean writes new questions in these areas
4. Questions are verified with lecturers (re-review)

**Extensions:**

- 2a. Questions are withdrawn if they are not taught any longer and need replacing in the item bank.
- 3a. If the sub dean cannot write questions for certain modules, subject experts in the relevant fields are contacted asking them to write questions in the specified area.

**Post-conditions:**

Questions ready to be quality assured.

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## **Institution 6**

### **Use Case 2.0 Quality Assurance**

#### **JISC Digital Repositories Programme**

**Actors:** Module leaders, internal proof reader, sub dean for TLA, author, item bank

**Summary:**

Questions that are added to the bank are checked for grammar, structure and content by the sub dean for TLA. Before they can be used in an exam they are checked by module leaders and an internal proof reader.

**Trigger state:**

Questions have been written and are ready for review.

**Common course of events:**

1. The sub dean for TLA assesses the content, structure and grammar and then adds the questions to the corresponding item banks.
2. When exam papers are compiled, they are sent to module leaders to check module specific content and ensure a fair spread of subjects.
3. Exam papers are then checked by an internal proof reader.

**Extensions:**

- 1a. If there are queries with the questions, the sub dean may contact the author to clarify.
- 1b. Questions written by the sub dean are peer reviewed and checked by internal proof-reader.
- 2a. If there are queries with the questions, a module leader may contact the sub dean to clarify.
- 3a. If errors are found, they are corrected and the questions are modified in the item bank.

**Post-conditions:**

If accepted, questions are ready to be used in examinations.

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## **Institution 6**

### **Use Case 3.0 Item Selection**

#### **JISC Digital Repositories Programme**

**Actor:** Sub Dean for TLA

**Summary:**

The sub dean for TLA selects the questions depending on certain criteria. Questions are set proportionally according to the weighting of modules covered in the exam, which is set by the board of study. Question classifications are as follows: 'who' assesses attitude, 'what' assesses skills and 'how' assesses knowledge of the students.

**Trigger state:**

Questions have been entered into the bank, reviewed and accepted.

**Common course of events:**

1. The sub dean selects questions for the exam depending on the modules to be covered in the exam and also whether the questions are classed as 'Who?', 'What?' or 'How?'.

**Post-conditions:**

Question selection has been finalised and the exam paper can be created.

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## **Institution 6**

### **Use Case 4.0 Exam Delivery**

#### **JISC Digital Repositories Programme**

**Actors:** Sub dean for TLA, exam administrator, students, external examiners

**Summary:**

The exam administrator creates the exam paper which is then ready to be used.

**Trigger state:**

The sub-dean has selected and finalised which items are to be used.

**Common course of events:**

1. The administrator views the sub-deans selection in an MS Access database and then pulls the exam paper together from many different MS Word documents.
2. The exam paper is then printed and checked by the sub-dean.
3. The exam paper is then sent to external examiners for a final check before being undertaken by the students.

**Post-conditions:**

The exam has been taken and results data is ready for analysis.

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## **Institution 6**

### **Use Case 5.0 Results Analysis**

#### **JISC Digital Repositories Programme**

**Actors:** Exam administrator, sub dean for TLA, students, Speedwell System

**Summary:**

Once questions have been used in exams their performance data can be extracted from the Speedwell marking system and manipulated into a useful format.

**Trigger state:**

The assessment has been carried out.

**Common course of events:**

1. Data is extracted from Speedwell by the exam administrator and student performance in each subject area is made available to students.
2. Question performance data is also extracted by the exam administrator and passed on to the sub dean.
3. Any under performing questions are evaluated by the sub dean.

**Post-conditions:**

Question performance can be assessed and as a result can be improved or discarded.

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