

GUIDELINES FOR USING OASIS IN ASSESSMENT



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Introduction

OASIS (Online Assessment Submission Information System) is an online technology to assist the distribution and receipt of multiple choice question tests, exams, quizzes or tasks. OASIS is best used as a formative assessment tool (i.e. assessment which does not form part of the final subject mark). There are significant issues concerning plagiarism and security concerns associated with online submission of tests. Staff must also be mindful of equity in student access to online facilities. However, with careful planning OASIS can be used effectively to support summative assessment tasks.

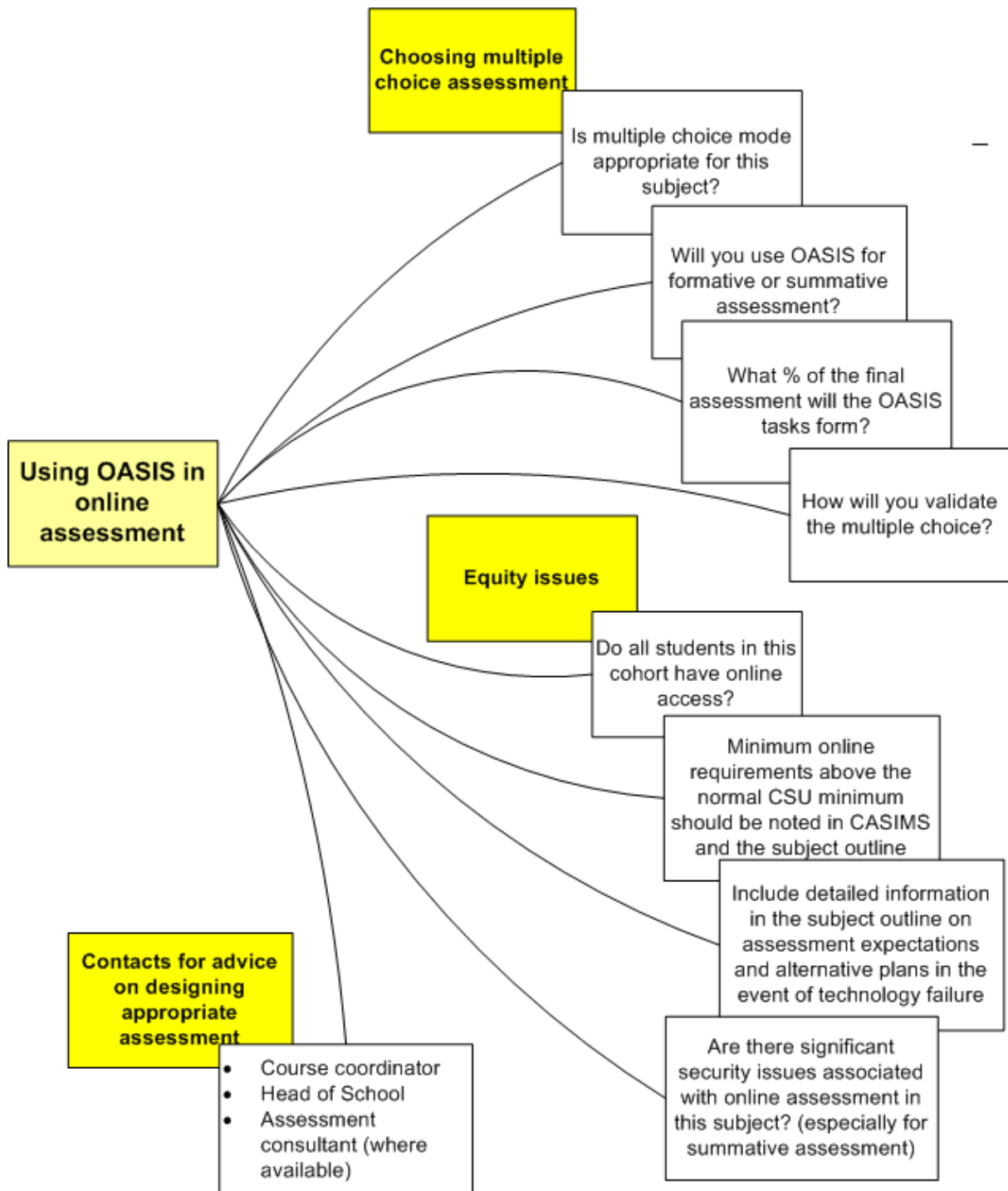
These guidelines have been developed to assist academic staff in the use of OASIS for assessment at CSU and to align the use of OASIS with University guidelines on fair assessment processes. The guidelines are equally important for **formative** assessment as well as **summative** assessment tasks that are central to the learning process.

Checklists

The following checklists have been developed to assist staff in deciding whether the choice of OASIS as a technology to assist assessment is appropriate, and that all steps have been taken to ensure that there are no technical or other problems during the assessment process.

- Checklist 1: Choosing OASIS as a technology to support assessment
- Checklist 2: Preparing for OASIS online assessment
- Checklist 3: OASIS test settings
- Checklist 4: Housekeeping

Checklist 1: Choosing OASIS as a technology to support assessment



Checklist 2: Preparing for OASIS online assessment

This checklist is designed specifically for summative assessment situations but the steps are equally important for formative assessment tasks that are central to the learning process.

** denotes optional but recommended steps

task	when	who
Prepare Subject Outline assessment details on OASIS (+See Appendix 1)	Session prior i.e. during development of DE/internal material	ED/Subject Coordinator
OASIS selected as a tool in <i>Interact</i> by Subject Coordinator	After <i>Interact</i> site becomes available for academic access	Subject Coordinator
**OASIS training (online or F2F) - available on request (contact ED)	Prior to developing online assessment tools	Academic/ED
Notify OASIS coordinator (Janet Buchan) of date & time of <i>summative assessment</i> tests for monitoring & technical support purposes	Beginning of session	ED/Academic
Develop the OASIS test/s	Prior to start of session	Academic
**academic checks the final test for settings?	Prior to test running	Academic
CHECKLIST TO MAKE SURE THE TEST IS SET TO RUN CORRECTLY (see Checklist 3) <ul style="list-style-type: none"> • correct date and time for start & end of test • display test when complete = YES • display marks = NO if you do not want students to access marks immediately • anonymous = NO if you want individual results 	Prior to test running	Academic
**Training on OASIS for students: <ul style="list-style-type: none"> • Online material available on Student Services website • Information sheet for academic to post on the Forum (see Appendix 2) 	At start of session. Prior to running the test	Academic initiates
**Provide a sample test so students can try the technology prior to completing any assessment tasks	Early in session	Academic

Checklist 3: OASIS test settings

OASIS provides a number of options in setting up the time and delivery of the online test/task. The checklist below will help you check that your settings are appropriate for what you want the students to do.

Open OASIS Manager to view the required test through the TEST > CREATE-EDIT TEST function.

The screenshot shows the OASIS Management web interface. The page title is 'OASIS Management > REC167 > Edit Test'. The main content area is titled 'Test' and contains the following configuration options:

- Group:** REC167
- Test Name:** Grasses
- Number of questions:** 5
- Number of responses per question:** 5
- Maximum number of submissions:** 1
- Start Date:** 16 November 2005 1 am 00
- End Date:** 17 November 2005 1 am 00
- Created by:** (empty field)
- Display Results:** Yes
- Display test when complete:** Yes
- Anonymous:** No
- Current submissions:** 0

Below the form, there is a note: 'Use Preview -> Submit to activate test after clicking Next button.' and two buttons: 'Next >' and 'Cancel'. At the bottom, a note states: 'Note: **Bold** fields must be completed'.

Test specifications	Hint
Test name	Only one test of a specific name is supported in a group
Test date (and time)	Ensure that the start and end dates and especially times are correct.
Number of questions	It is easier to use the correct number of questions from the beginning. You can add or remove questions to/from the end of a test, not delete in the middle
Test created by	Default name is the manager logged in to create the test.
Display test when complete	This displays the test to students (if time & date are active). Usually choose YES. NO means the test is unavailable to view or take until YES is selected.
Display results?	A YES selection means students get their results & full test returned immediately online. The NO option is used in summative assessment, & can later be edited to show students their results & answers.
Anonymous	A NO option here means individual results are given. YES can be used in evaluation and trial tests.

Checklist 4: Housekeeping

1. Do not use subject groups from previous sessions or add new cohorts to old groups
2. If OASIS is required in a subject, it must be selected from within the subject's *CSU Interact* site.
3. To re-use tests from previous sessions, use the COPY TEST function to transfer the test into the *Interact* new subject group.
4. When a test has been copied into a new subject group it must be **edited** to ensure settings are correct for the current session.
5. Managing Results – it is the Subject Coordinator's responsibility to keep a copy of the student test results.
6. *Interact* subject sites will be archived 70 days after end of session for students and staff. While students & staff will not be able to access OASIS via the *Interact* site after this date, staff will still be able to access any OASIS group of which they are a manager via the direct link to the application (my.csu > Lecturers Office > OASIS).
7. Access to OASIS for grade pending results – in the rare instance that a student needs to take an OASIS test after the *Interact* subject site has been archived contact the OASIS coordinator or IT Service Desk for advice in setting up a test group for this purpose.

When to use OASIS?

OASIS is an appropriate tool for formative and summative assessment tests whenever it is appropriate to use multiple choice style tests/revision exercises in assessment. It is essential to consider whether students have online access and that they have been informed of this requirement when enrolling for the subject in which the test/s will occur.

Formative assessment processes allow students (and lecturers) to gauge their understanding of particular concepts or knowledge bases and to follow progress through a particular module of subject. Tests created for formative assessment will not count directly towards the final subject mark.

Formative assessment tools created with OASIS:

- assist in the management of assessment for large classes;
- provide immediate feedback to students and staff about current progress;
- help students prepare for summative assessment tasks, and
- provide a range of learning activities and media to enhance the learning process.

OASIS can be used to create multiple choice tests that form part of the summative assessment in a course. Points to note are:

- appropriate consideration of the online environment for assessment purposes;
- plagiarism issues;
- percentage of the assessment process undertaken through OASIS;
- recording the use of OASIS as part of the assessment process in the Subject Outline;
- creation of a valid test instrument; and
- making results accessible to students.

In *summative assessment* processes the submission of the OASIS test should be the result of the student's independent, intellectual effort (unless otherwise advised by the subject coordinator). In summative assessment situations it is important that subject coordinators are able to address the enforcement of the Academic regulations relating to plagiarism, cheating and collusion if necessary.

What do I need to tell students?

- If OASIS is to be used for summative assessment, the need for a certain minimum access to online facilities for assessment purposes should be noted in the Subject Profile (i.e. through CASIMS)
- If OASIS is to be used for substantial formative assessment tasks, the need for a certain minimum access to online facilities for assessment purposes should be noted in the Subject Profile (i.e. through CASIMS)
- Full assessment requirements and detailed notes on the assessment process should be noted in the Subject Outline
- For summative assessment tasks using online technology careful thought must be taken to provide *backup plans* for those situations where students may be unable to access the test at a given time on a given day. These plans should be clearly outlined in the Subject Outline, and also noted on the Forum in advance of the running of the test.
- Where OASIS is used in summative assessment students should be given guidance in the use of the tool¹ (e.g. a practice test etc. self-paced online tutorial, information on the subject online forum)
- Appropriate technical support should be made available to students prior to and during any assessment event.

Full support for the implementation of OASIS in subjects is available through CELT and DIT as outlined in the guidelines.

¹ The Student Services website contains information for students on OASIS under the Online Learning section at <http://www.csu.edu.au/division/studserv/online/interact/oasis.htm>

OASIS in Evaluation – Guidelines

OASIS can be used as an informal evaluation tool to enhance a subject. It cannot, however, replace the formal evaluation procedures of the University. It can also be used by different groups or services, to create online evaluation tools.

The evaluation tool may be used mid-semester or end of semester to assess a range of opinions on topics ranging from course content to assignments and teaching methods. In creating the evaluation tool using OASIS, staff can use the anonymous option to encourage responses from students.

Suggestions for using OASIS to create an evaluation tool:

- Obviously there can be no single correct answer to a question as personal choice of responses is required. When creating the test, it is suggested the 'correct' response for each question be recorded as 'a'.
- In reviewing the statistics staff should ignore the 'correct/incorrect' statistics but should be able to see the breakdown of responses to individual questions in the survey.
- Take note of any issues that may arise from ethics associated with online evaluation, and ensure that if any data is to be used for research and publication purposes full ethics approval etc. has been granted.

APPENDIX 1: Subject outline inclusions – exemplars

Use the checklists above to ensure you have included the required information concerning OASIS in assessment in the Subject Outline. The use of OASIS in assessment will vary widely. For summative assessment purposes it is recommended you give detailed support and backup plans and prepare a sample test that students can practise on prior to the main assessment task. A sample of assessment wording below can be modified for use in any Subject Outline.

Sample1: Summative assessment plan. [Detailed wording.]

Where OASIS is used to deliver summative assessment detailed information must be given in the subject outline to prepare students. See sample below.

Assessment: Subject XYZ123

Assignment 1: OASIS multiple choice online test

Due date:	11 April (11:00am – 12:00 noon)
Value:	20%
Length:	20 questions – 1 hour duration

The online test consisting of twenty (20) multiple choice questions worth one mark each for an aggregate score of 20% of your assessment in XYZ123 is scheduled for:

11:00am – 12:00 noon on Monday 11 April
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1. **BEFORE THE TEST:** Access the OASIS site and familiarise yourself with the program by trialling the **practice test**.
2. **ON THE DAY:** Access OASIS through the link from the XYZ123 *Interact* site.

10:50am – Test is activated

The test site will be live 10 minutes before 11:00am:

- to provide students with 10 minutes question reading time and
- to familiarise students with navigation of the OASIS software

12 noon – test becomes inactive.

The XYZ123 test is open book so feel free to bookmark pages in the text for ready reference during the test period. Remember that with twenty multiple choice questions you have only *an average of three minutes per question* – plus the additional ten minutes test reading time commencing at 10:50am on Monday 11 April 2008.

Make sure you provide OASIS with an answer to **ALL TWENTY QUESTIONS** before submitting your XYZ123 test – otherwise the attempt to submit the test will fail.

On completion of your XYZ123 test select **Submit** (at the bottom of the last test page) and lodge your test with OASIS.

NB: It is essential that you complete and submit your XYZ123 test before the exact moment of midday as the test is deactivated on the system at exactly midday. Any attempt to lodge the test via the submit button even a few seconds after midday will automatically fail. It is strongly recommended that you submit your test at least a minute or more before midday.

12:10pm – Student results

At (approximately) 12:10pm the results of your XYZ123 test will be activated by the lecturer. Correct answers to test questions will be posted on the forum once all students have completed the test.

Finally, if any technical problems or unforeseen emergency circumstances (that will need to be substantiated with evidence) occur which prevent you from submitting the test, the 20% of assessment will be *automatically allocated to the XYZ123 Final Exam* i.e. the Exam will count for 60% instead of 40% of the subject assessment).

Troubleshooting:

- Take the practice test to familiarise yourself with the OASIS test submission system prior to the main assessment task
- Read through the OASIS Help instructions to familiarise yourself with the program
- You will be able to view the names of all OASIS tests available for your subject, but will only be able to access only those currently active.

Sample 2: Summative assessment

Assignment 3

Due date	To be advised
Value:	20%

Online multiple choice test (OASIS)

This assignment is an online multiple choice test for all students. The test will be worth 20% of the assessment and be comprised of twenty problem-based questions drawn from material in the prescribed textbook. More specific details of the time and mode of operation for online assessment will be sent to all students during the first few weeks of the session.

Sample 3: Mid-session test

Due date:	Monday, 5 to Friday, 9 September
Contribution towards final assessment:	5%
Time allowed	1 Hour
Content assessed	Topics 1-5

Rationale

This assessment task has been designed to assess your ability to:

- Identify the role of accounting in society.
- Recognise that accounting is subject to a regulatory framework and appreciate how globalisation is impacting on accounting regulations.

Other details

OASIS is the University's online multiple-choice test system and can be accessed via the subject's *CSU Interact* site. You **must** have access to the internet during the above period. The test is open book but you only have one opportunity to sit the test. Results will be available immediately upon completion of the test.

Marks will be awarded for each correct answer. No marks will be deducted for incorrect answers.

APPENDIX 2 Sample Forum Posting

Post a **Forum** note to students prior to running the OASIS test.

Completing your OASIS assessment task in XYZ123.

Before you try to complete your OASIS assessment task read these guidelines carefully:

1. You will only have one submission for this task so need to work carefully and to submit the test within the time limit.
2. You can review your answers to each question and change them up until the time you submit the test.
3. You are not able to save your answers to the questions as you go, or to return to the test at a later stage so it is important that you complete all answers and **SUBMIT** the test as soon as you have completed it.
4. As a security precaution the CSU system will time users out after two hours. OASIS has a security **Pop up window** that **must be kept open** to make sure that users are not timed out of the CSU system.
5. If you complete the test in less than two hours and do not submit it immediately, after two hours you may be timed out of the CSU system (if you have closed the security window) and may lose all your work.
6. As with any computer system, you need to constantly save your work. In OASIS this saving is done at the **final submission** of the test using the **SUBMIT** button.
7. You should receive a message **TEST SUCCESSFULLY SUBMITTED** when the test has been submitted.
8. Contact your subject coordinator if you have any problems accessing and completing the OASIS test for this subject.