Institution 3

Use Case 1.0 Item Development

JISC Digital Repositories Programme

Actors: Staff, year director

Summary:
Staff are asked to contribute questions for use in exams. In the event of insufficient question levels, the year director may need to commission questions.

Trigger state:
Question levels are inadequate to meet the needs of coming exams

Common course of events:
1. Year director commissions exam creating sessions.
2. Staff are asked to supply as many questions as possible.
3. Questions are commissioned and sent to the year director electronically or on paper.
4. The year director looks at the item bank and compares current levels against the requirements of forthcoming exams.
5. If the question total for one or more modules is insufficient, the year director will commission questions himself.

Post-conditions:
Questions ready to be quality assured.

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Date:
21st February 2006
Updated 7th April 2006

Institution 3

Use Case 2.0 Quality Assurance

JISC Digital Repositories Programme

Actors: Year director, subject experts, exam board

Summary:
The year director, exam board and 2-3 subject experts assess structure, grammar and content of the questions they receive and can make changes as necessary.

Trigger state:
Questions have been written and are ready for review.

Common course of events:
1. The year director and subject experts assess the content, structure and grammar then add the questions to the item bank.

Extensions:
1a. If there are problems with the questions, the exam board may make changes.
1b. If there are queries with the questions, the year director may pass it back to the author to rework.

Post-conditions:
If accepted, questions are ready to be used in examinations.

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Institution 3

Use Case 3.0 Item Selection

JISC Digital Repositories Programme

Actor: Year director

Summary:
The year director selects which questions to include in the exam based on which two week PBL (Problem Based Learning) scenarios the students have studied. The PBL objectives are used as the basis in years 1 and 2 for creating exam papers (PBL is student generated learning outcomes so the student determines the course content).

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

Common course of events:
1. The year director selects a set number of questions of varied formats to be used in the exam based on the PBL scenarios studied by the students.

Post-conditions:
The exam paper can be created.

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Institution 3

Use Case 4.0 Exam Delivery

JISC Digital Repositories Programme

Actors: Year director, external examiners, students

Summary:
The paper is created electronically then distributed to the appropriate bodies for quality assurance before being given a final check. The exam is then undertaken.

Trigger state:
Questions have been selected for the exam.

Common course of events:
1. The year director creates the exam paper electronically.
2. The year director and exam board will then check the paper to ensure it is suitable.
3. The exam paper is emailed to external examiners for comments/amendments – paper finalised.
4. Paper undertaken by the students.

Extensions:
    2a. If the paper is not suitable, the year director may have to make changes to his/her selection.
    3a. Paper amended due to comments from external examiners. In this event of this, clarification is made by telephone if necessary.

Post-conditions:
The exam has been taken and results data is ready for analysis.

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Institution 3

Use Case 5.0 Results Analysis

JISC Digital Repositories Programme

Actors: Year director, exam administrators, deputy director of assessment

Summary:
Standards setting is undertaken on each paper to determine pass level.
Results analysis is performed by exam administrators and sent to the year director. EMI/MCQ quintile produced which determines good/poor performance of questions.

Trigger state:
Question and student performance data is ready

Common course of events:
1. Results analysis is sent on paper to the year director and deputy director of assessment.
2. The year director analyses the responses and evaluates questions as required.
3. Any questions performing poorly are modified.

Post-conditions:

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