



ONLINE TEACHING AND EXAMINATION GUIDE

In view of the data gathered, it is becoming necessary to clarify some operational activities so that no financial burden is placed on both faculty and students. The following is to clarify and ensure smooth running of the E-learning program during this period of Covid-19:

- That the subscribers of MTN will have free access to the E-Learning platform (Moodle) at the cost of the University;
- That the subscribers of Vodafone are being loaded five (5) GB data monthly for two months and will have free access to the E-Learning platform (Moodle) at the cost of the University;
- That the subscribers of Airtel/Tigo have been loaded eight (8) GB data for two months (April and May) and will have free access to the E-Learning platform (Moodle) at the cost of the University;
- That faculty engage students, using Audio/Video Recording features to record lectures on the platform at the cost of the University (This is the most preferred means of teaching and learning online);
- That BigBlueButton (BBB) feature on the platform can be used for Virtual Classroom Activities (Video conferencing and recording) at the cost of the University (See the attached Video for orientation);
- That faculty should highlight key outcomes of the lessons with the Audio/Video Recordings features on the platform since the teaching materials are already with the students;
- That faculty will create Forum sessions for each lesson to allow students to seek clarifications and contribute to the lessons in order to explain further the highlights;
- Each faculty is at liberty to either use Synchronous or Asynchronous assessment modes. By Synchronous, the examiner engages all the registered students at the same time to complete the online examination exercise. Assessment mode is Multiple Choice questions, short questions for short answers, and essays. Remember that this mode of assessment will require students getting access and completing the exercise on the platform without any connectivity issues. Examiners will have extra examination items in the examination Bank on the platform for emergency situations. The modalities for Synchronous Examinations are as follows:

Mode	Period of Examination	Period for Upload of Response
Distance	April 12-19, 2020	Course Credit hour (s) plus extra 1hr
Regular (Undergraduate)	May 3-22, 2020	Course Credit hour (s) plus extra 1hr
Sandwich	May 3-10, 2020	Course Credit hour (s) plus extra 1hr
All Modes (Graduate)	As Determined by SGS	Course Credit hour (s) plus extra 1hr

- By Asynchronous, the examiner engages all the registered students to respond to essentially subjective, real life, hypothetical, industrial-oriented based assessment items within a specified timeframe:

Mode	Period of Examination	Period for Upload of Response
Distance	April 12-19, 2020	2 days for a Course
Regular (Undergraduate)	May 3-22, 2020	2 days for a course
Sandwich	May 3-10, 2020	2 days for a course
All Modes (Graduate)	As Determined by SGS	3 days for a course

- That Synchronous and Asynchronous examinations will have due time and cut off times.
- That examination items will reflect knowledge of human development, including the cognitive, affective, and psychomotor characteristics of the learner
- The questions asked on the examination shall be pitched at different Cognition Levels. A format is suggested below:

Table 1.0: Cognition Levels

Cognition Level of Questions [Level at which the questions are pitched in the Cognition Hierarchy]	Suggested Percentage %			
	Level 100	Level 200	Level 300	Level 400
Level 1 Remembering	40	15	10	10
Level 2 Understanding	25	20	10	10
Level 3 Applying	15	25	20	15
Level 4 Analyzing	10	20	20	20
Level 5 Evaluating	5	10	20	20
Level 6 Creating	5	10	20	25
Totals	100	100	100	100

A brief description of the types of questions that can be asked at different cognition levels is given in the ensuing table.

Table 2.0: The Verb Hierarchy/Cognition Level of Questions

Learning Objectives/ Cognition Levels	Verb Used	Definition
Level 1 Remembering What you are expected to remember.	List State Define	Make a list of Express, fully or clearly, the details of/facts of Give the exact meaning of
Level 2 Understanding What you are expected to understand.	Describe Distinguish Explain Identify Illustrate	Communicate the key features of Highlight the differences between Make clear or intelligible/State the meaning of Recognize, establish or select after consideration Use an example to describe or explain something
Level 3 Applying How you are expected to apply your knowledge.	Apply Calculate/compute Demonstrate Prepare Reconcile Solve Tabulate	Put to practical use Ascertain or reckon mathematically Prove with certainty or to exhibit by practical means Make or get ready for use Make or prove consistent/compatible Find an answer to Arrange in a table
Level 4 Analyzing How you are expected to analyze the detail of what you have learned.	Analyze Categories Compare and Contrast Construct Discuss Interpret Produce	Examine in detail the structure of Place into a defined class or division Show the similarities and/or differences between Build up or compile Examine in detail by argument Translate into intelligible or familiar terms Create or bring into existence
Level 5 Evaluating How you are expected to use your learning to evaluate, make decisions or recommendations.	Advise Evaluate Recommend	Counsel, inform or notify Appraise or assess the value of Advise on a course of action
Level 6 Creating How you are expected to use your learning to bring out innovations	Produce Develop Create	Make, model Improve upon something Generate, form or craft something

*Office of the Pro Vice Chancellor
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