Checklist for Implementing IRIS in a unit @ Curtin

☐ Any changes to assessment have been approved
  - A change from non-invigilated eTest to a remote invigilated eTest
    strengthens the academic integrity risk mitigation approach and is thus a
    Level 1 change only, requiring support from the HOS and approval from Dean
    L&T and can generally be done prior to the study period
  - A change from a take-home test/exam to a remote invigilated eTest
    strengthens the academic integrity risk mitigation approach but also requires
    a change in the classification of the assessment. This can generally be
    handled as a Level 1 change, requiring support from the HOS and approval
    from Dean L&T and can generally be done prior to the study period
  - A change from a school invigilated eTest/Test/Exam or from a centrally
    invigilated eTest/Test/Exam has greater implications
    for the unit and course
    assessment profile and should be discussed with the Course Coordinator
    and/or Dir L&T and approval process and timelines should be considered.
  - Online assessments of other types may be strengthened by the addition of
    remote invigilation. These should be discussed with the Course Coordinator
    and/or Dir L&T and approval process and timelines should be considered.

☐ Information has been added to the assessment details section of the unit outline
prior to publication indicating that the assessment requires the student to have
access to a computer with a webcam and microphone.

☐ The unit has been added to IRIS. From the ‘My Units’ section in Blackboard copy the
  name of the unit and provide this to the IRIS Admin in your school or by email to
  info@intelligentinvigilation.com

☐ The Unit Coordinator and relevant unit staff have been added to IRIS to give access
to the dashboard and recordings

☐ The eTest has been setup in Blackboard, including choosing the ‘require a password’
  option under the test availability section of Test Options.

☐ The assessment has been added to the unit in IRIS, including copying the test url
  from Blackboard and ensuring that the test password matches in IRIS and Blackboard

☐ Clear instructions have been provided in Blackboard for students to use Chrome and
  to install the IRIS extension

☐ A practice test has been setup and students encouraged/required to complete this
  BEFORE the day the eTest is first available