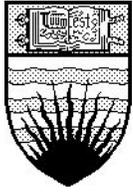


THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY:  
O-131.2

OKANAGAN SENATE  
3333 University Way  
Kelowna, BC V1V 1V

**Number & Title**

O-131: *Digital Assessment Tools*

**Effective Date:**

September 1, 2021

**Approval Date:**

February 25, 2021

**Review Date:**

The policy will be reviewed by the *responsible committee* two (2) years after approval and thereafter as deemed necessary by the *responsible committee*.

**Responsible Committee:**

Okanagan Senate Academic Policy

**Authority:**

*University Act, S. 37(1)*

*“The academic governance of the university is vested in the senate and it has the following powers:*

*... (d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations.*

**Purpose and Goals:**

This policy is designed to:

- 1) Ensure that all student assessment is included in the cost of tuition.
- 2) Provide a degree of financial protection for students.

**Applicability:**

- 1) This policy is applicable to all compulsory, non-tuition, non-textbook *Digital Assessment Tools*, for which the student purchases access to said *Digital Assessment Tool*.
- 2) This policy is applicable to all UBC Okanagan undergraduate and graduate courses, consecutive courses, and full-year courses.

**Exclusions:**

This policy does not apply to:

- 1) Non-fee-based *Digital Assessment Tools* that are either freely available or centrally funded by UBC;
- 2) Textbooks in any format;
- 3) Computer hardware and other technological costs, including internet access;
- 4) Non-digital costs, including laboratory materials and off-campus learning opportunities; and
- 5) Exemptions as granted by the relevant Dean as outlined in Sections 3 and 4 below.

**Definitions:**

For the purposes of this policy:

- *Centrally-funded* means paid by UBC or Units/Departments therein, where students have access to the resource without paying an additional non-tuitionary fee.
- *Digital* means non-physical; including electronic, web-based, online, and similar terminology.
- *Digital Assessment Tool* means web-based platforms used to assess students using modalities including, but not limited to, questions, assignment submissions, quizzes, exams, and similar activities intended to assess students.

- *Bundled Resources* are products sold for one price that includes access to a *Digital Assessment Tool* in addition to one or more additional resource(s), typically textbooks or e-textbooks.

**Policy:**

- 1) No student shall be required to purchase access to a fee-based *Digital Assessment Tool*, including those sold as a *Bundled Resource*, for any UBC Okanagan course.
- 2) *Digital Assessment Tools* may not be used for practice/mock questions, quizzes, or similar activities, including cases in which the activity does not directly count towards a student's grade.
- 3) The relevant Dean may grant an exemption to Sections 1-2 above on a case-by-case basis for a course upon appeal by the instructor for pedagogical reasons. Such exemptions must be reported to the Senate Academic Policy Committee on an annual basis by the responsible Dean.
  - a) Instructors requesting such an exemption must normally do so no later than two (2) months before the start of the term in which the *Digital Assessment Tool* is to be used.
  - b) When an exemption is granted, the cost of the *Digital Assessment Tool* may not exceed 12% of the domestic tuition for a 3-credit course and the weighting of assessment performed via the *Digital Assessment Tool* may not exceed 15% of the students' overall course grade.
- 4) The relevant Dean may grant an exemption to Sections 1-2 above on a case-by-case basis for a program upon appeal by the program Head or Coordinator for pedagogical reasons. Such exemptions must be reported to the Senate Academic Policy Committee on an annual basis by the responsible Dean.
  - a) Programs requesting such an exemption must normally do so no later than two (2) months before the start of the term in which the *Digital Assessment Tool* is to be used. When an exemption is granted, the program may use the *Digital Assessment Tool* for four (4) years before reapplying for an exemption.

**Calendar Statement:**

There will be a calendar statement under this policy.

**Consultations**

The following groups were invited to provide comments during the development of this policy:

All Faculty; Bookstore; Library; Centre for Teaching and Learning.

**History:**

This is the second version of this policy.

Version 1 – in effect September 1, 2020 to August 31, 2021.

**Related Policies:**

There are no related policies.

**Appendix:**

There is no appendix to this policy.

**Procedures:**

There are no procedures for this policy.