

Supervised Online Exam Guide

Allowable Materials

1. All students must familiarise themselves with the allowable materials for each exam which is listed on the subject LMS site.
2. Students are responsible for ensuring they bring the correct allowed materials. Failure to bring the correct allowed materials is not grounds for a request for Special Consideration.

Environment set-up

1. Students are responsible for ensuring they have access to a quiet and well-lit location where they will not be disturbed during their exam.
2. Students are responsible for booking a space on campus if they require assistance with finding a quiet space or equipment.

Desk set-up

1. Students must ensure they have a primary device.
A computer with a webcam or a laptop, with a microphone that meets the technical requirements to take the online exam. The laptop must be plugged into a power source and connected to the internet for the duration of the exam. iPad's cannot be used as primary devices.
2. During the exam students may keep on their workspace/table
 - ✓ A clear bottle of water
 - ✓ Writing equipment such as pens, pencils, and erasers
 - ✓ Blank A4 working sheets
 - ✓ Any allowable materials as listed on LMS
3. Students must ensure their workspace/table is clear of any materials not permitted by the exam guidelines. This includes any second monitors, TVs, smartwatches, headphones, or other electronic devices not allowed during the exam.

Learning Management System (LMS) and Onboarding

1. Students are responsible for ensuring they can access the Internet and LMS prior to the commencement of the exam, including resolving any sanctions or technical issues that may block access to the LMS.

2. Students are responsible for ensuring their name listed in LMS matches their Student ID. Preferred names in the LMS that do not match legal names on IDs will delay the onboarding process.
3. Students must present their student ID card at every examination. Other forms of photographic identification that will be accepted are driver's license, passport, or official national identity card in English.
4. Browsers supported for online supervised exams are Chrome, Firefox, and MS Edge.
5. Students are responsible for completing the practise test to minimise any delays on the day of the exam.
6. Students must log in to the LMS at the scheduled start time of the exam and complete the onboarding process which includes ID check and room scans. Students logging in more than 30 minutes after the scheduled start time of the online exam will not be admitted to the examination.

Student conduct during the exam

1. Students must ensure they follow and comply with reasonable requests from the online exam supervisor. Inappropriate language and behaviour towards the exam supervisor will not be tolerated.
2. Students are responsible to check the chatlog for any instructions communicated by the exam supervisor.
3. Students must not communicate with each other or with any parties in any way during the exam, except with the online exam supervisor.
4. Students are permitted limited bathroom breaks. No additional time will be added to the exam for any bathroom breaks. Any breaks taken will be noted by the online exam supervisor. Students will have to do an ID verification process again when they return from their bathroom.
5. Students will ensure no form of screen capture equipment will be used to record their exam session.
6. Students should always be in view of the web camera when taking the online exam.
7. Students must not copy, save, record, or share exam questions with any person or at any time.
8. Any suspicious behaviour will be flagged by the online exam supervisor and investigated further by Academic Services. This may result in an academic misconduct referral.