Online Exam Preparation Checklist

To ensure that you are as prepared for your online exam as you can be, make sure you check each of the below before your exam.

Day(s) before assessment:

☐   Double check the date and time of your exam. If you are overseas, ensure that you have factored in timezones.

☐   Find a space where you will undertake the assessment, preferably a quiet spot with minimal distractions. If applicable let your roommates or family know when you'll be taking the test to avoid interruptions.

☐   All system/operating/software updates are completed on your device and will not interrupt the assessment.

☐   You can login to the required site and gain access.

☐   Check your internet connection is stable and a decent speed can be achieved:

Speed tests can be done via https://www.speedtest.net/

- You may wish to connect to your router via ethernet cable to increase your speed
- If possible, we recommend you have a spare secondary connection device (e.g a mobile that can be used as a "personal hotspot" should your initial connection go down). More information regarding this can be found @ https://support.apple.com/en-au/HT204023 for Apple Devices, and @ https://support.google.com/android/answer/9059108 for Android Devices.
- If you are experiencing issues, you may wish to use the UNSW Library to undertake the assessment, please note you will need to book in advance, more information regarding this can be found @ https://www.library.unsw.edu.au/about-unsw-library/opening-hours

Day of assessment:

☐   Be logged in at your computer and ready to go 20 minutes before the exam commences.

☐   Ensure your device has power, and the charger is plugged in.

☐   If applicable, gather any permitted materials you may need for the exam (books, notes, writing implements, spare calculator, etc.).

☐   If applicable remind your roommates or family that you'll be taking an exam to avoid interruptions.

☐   Read and be aware of the below procedures in relation to sitting an online examination.

Fit to Sit

By sitting or submitting an assessment on the scheduled assessment date, you are declaring that you are fit to do so and cannot later apply for Special Consideration.

If, during an online exam you feel unwell to the point that you cannot continue with the exam, you should take the following steps:

- Stop working on the exam and take note of the time
- Contact the Course Coordinator or Tutor via email; Moodle or chat to advise you are unwell and unable to continue
- Immediately submit a Special Consideration application stating that you felt ill during the exam and were unable to continue.
- Seek a medical certificate dated within 24 hours of the examination date

Technical Issues

If you experience a technical issue which impacts your ability to complete your online assessment, then you should submit a special consideration application immediately at the conclusion of this assessment and upload evidence of the issue you experienced.

- You should take screenshots of as many of the following as possible:
  - error messages
  - screen not loading
  - timestamped speed tests
  - power outage maps
  - messages or information from your internet provider regarding the issues experienced
- All screenshots must include the date and time the issue occurred.
- Contact the Course Coordinator or Tutor via email; Moodle or chat to advise you are experiencing a technical issue, as soon as possible.

If you accidently upload the wrong document or wrong version of your exam

Students are responsible for uploading the correct version of the correct document. Once uploaded, there will be no opportunity to replace or re-upload your exam papers. The documents submitted will be the documents that are marked. There is no provision for students who upload incorrect or incomplete documents. Therefore, you must check the work before you submit.

Communication during the exam

Students are not permitted to communicate with other people during the exam (including the reading and submission periods). Attempts to communicate with other students or other sources of information will be considered to be serious academic misconduct. This includes communication in person, by email, text message, telephone, or internet.

Sharing answers with others or posting them online

Any attempts to collaborate or share your answers with others will be considered a very serious case of academic misconduct.