# Information sheet for Inspera non-invigilated exams

#### Document History

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| Date | Changes |
| 17 July 2024 | Change to the Semester field replacing particular semester and year with a flexible option (dropdown lists), allowing staff to select relevant semester and year themselves. |
| 23 Feb 2023 | Semester 1, 2023 update |
| 18 Nov 2022 | Summer Semester update |
| 29 Sep 2022 | Update for Semester 2, 2022 and inclusion of MFA |
| 12 Jul 2022 | Update to AskUs phone number, now 3335 7047 |
| 27 Apr 2022 | Updated wording in “Important exam condition information” to use same terminology as elsewhere in the document (“permitted materials” instead of “allowed resources”) |
| 1 Apr 2022 | Added dropdown to factor in different access methods in the Exam Technology row. |
| 24 Mar 2022 | Changed the semester and year. Additional line added to Exam technology section informing students that: “On exam day you will access your exam via the link to your Exam in the Assessment folder of your Learn.UQ course site”. Changed step 3 of the Instructions to allow for different places the exam information sheet might be added. |

## Instructions

1. Enter or select the required text within the   fields to complete the **Exam information** table.

**Note:** These fields will disappear when the table is copied.

1. When complete, select the **Exam information** table and copy it.
2. Within your Learn.UQ course, select the **Examinations/Mid-Semester Exam** link in the course menu (if you have one) or alternatively navigate to the Assessment folder where students will access their exam.
3. Select **Build Content > Item** from the menu.
4. Enter “**Exam Information**” in the **Name** textbox.
5. Paste the **Exam information** table into the **Text** textbox.
6. Ensure **Permit Users to View this Content** is set to **Yes**, so the information will be visible when the course menu link is made available to students.
7. Click on the **Submit** button.

For **school-based examinations**, please modify the table as required to provide accurate information for your students. If your examination is not centrally scheduled, please notify [help@](mailto:help@learn.uq.edu.au)elearning.uq.edu.au of the date and time your examination is occurring to ensure AskUs support is available for your students and that UQ’s eLearning systems can be focused on supporting your examination.

**Note:** DO NOT upload this Word document to Blackboard.

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| **Exam information** | |
| **Course code and title** | Course code (i.e. ABCD1234)  Course title |
| **Semester** | Semester Select semester, Select year |
| **Exam type** | Online, non-invigilated, Select an option |
| **Exam technology** | This exam will be completed in Inspera Assessment.  On exam day you will access your exam via the link to your Exam via Select an option |
| **Exam date and time** | Refer to your personal exam timetable for the scheduled date and time of this exam. If you commence your examination after this time, the end time for your examination does not change.  The total time for your examination from the scheduled starting time will be:  The exam duration will be working time (XX minutes) plus planning time (10 minutes) = **TOTAL exam duration: XX hour(s) and XX minute(s)**. You are **permitted** to commence the exam during planning time.  **Please note:** You will not be able to access the examination after this time. |
| **Exam window** | You must commence your exam at the time listed in your personalised timetable.  Select an option  Your exam will automatically submit once the exam window has closed. You will not be able to access the exam after this time. |
| **Permitted materials** | This is an open book exam – all course materials are permitted. |
| **Recommended materials** | Ensure the following materials are available during the exam:  Calculator; bilingual dictionary; phone/camera/scanner |
| **Instructions** | Answer all questions in Inspera.  Select an option if applicable  Your exam will automatically submit once the exam window has closed. You will not be able to access the exam after this time. |
| **Who to contact** | Given the nature of this examination, responding to student queries and/or relaying corrections to exam content during the exam may not be feasible.  At the end of the exam there will be a free text box field. Please use this to specify any assumptions you have made in completing the exam and which questions those assumptions relate to. You may also include queries you may have made with respect to a particular question, should you have been able to ‘raise your hand’ in an examination room.  If you experience any technical issues, keep working through your exam if possible. If you are unable to proceed, DO NOT close your browser. Collect evidence of the issue (e.g. photograph or full screenshot showing your whole screen - including the time and date) and contact AskUs for advice as soon as possible.  **Chat:** [support.my.uq.edu.au/app/chat/chat\_launch\_lib](https://support.my.uq.edu.au/app/chat/chat_launch_lib)  **Phone:** +61 7 3335 7047  **Email:** [examsupport@library.uq.edu.au](mailto:examsupport@library.uq.edu.au)  You should also ask for an email documenting the advice provided so you can provide this to the course coordinator immediately at: initial.surname@uq.edu.au |
| **Important exam condition information** | You are responsible for [managing your multi-factor authentication](https://my.uq.edu.au/information-and-services/information-technology/uq-accounts-and-passwords/multi-factor-authentication-mfa) in this examination. Please check the guidance on [How do I MFA before an online exam?](https://support.my.uq.edu.au/app/answers/detail/a_id/3182)  Academic integrity is a core value of the UQ community and as such the highest standards of academic integrity apply to all examinations, whether undertaken in-person or online.  This means:   * Select an option * You are not permitted to consult any other person – whether directly, online, or through any other means – about any aspect of this examination during the period that it is available. * If it is found that you have given or sought outside assistance with this examination, then that will be deemed to be cheating.   Undertaking this online exam deems your commitment to UQ’s academic integrity pledge as summarised in the following declaration:  *“I certify that I have completed this examination in an honest, fair and trustworthy manner, that my submitted answers are entirely my own work, and that I have neither given nor received any unauthorised assistance on this examination”.* |