# Information sheet for online Zoom invigilated exams

#### Document History

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| Date | Changes |
| 13 Mar 2024 | Change to in-semester examination; s1 2024 |
| 23 Feb 2022 | Semester 1, 2023 update including updated permitted materials list |
| 18 Nov 2022 | Summer Semester update |
| 29 Sept 2022 | Update for Semester 2, 2022 and inclusion of MFA |
| 12 Jul 2022 | Update to AskUs phone number, now 3335 7047 |
| 17 Mar 2022 | Clarification of where to identify missing or incorrect information |
| 9 Mar 2022 | Semester 1, 2022 update, Additional option exam technology option File upload to Gradescope added. |
| 9 Dec 2021 | Summer Semester update |

## Instructions

1. Enter, edit, 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** link in the course menu.
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.

All zoom-invigilated exams are **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@elearning.uq.edu.au](mailto:help@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 1, 2024 |
| **Exam type** | Online, invigilated, Select an option, Select an option |
| **Exam technology** | Zoom invigilated Select an option |
| **Exam date and time** | Refer to your personal exam timetable for the scheduled date and time of this exam.  The examination duration from the time your invigilator starts your examination is: Select a duration.  Refer to the *Important exam condition information* below for further details. |
| **Exam window** | The exam window includes the on-boarding process, planning time, the examination writing time and the submission time.  After an on-boarding process (e.g. where your ID is checked and you are given instructions on how the exam will proceed), your invigilator will start the exam. You will then have the duration of the exam listed to complete your exam.  **Please note**: It may take some time to start your examination, however your exam timer does not start until your invigilator starts your exam. |
| **Permitted materials** | Select an option  Select a Dictionary option  Select a Calculator option..  Here is the list of [UQ approved calculators](https://my.uq.edu.au/services/manage-my-program/exams-and-assessment/sitting-exam/approved-calculators). |
| **Recommended materials** | Ensure the following materials are available during the exam:  Calculator; bilingual dictionary; phone/camera/scanner/printer You are not permitted to use your phone/scanner/printer until the invigilator tells you that you may use it. |
| **Instructions** | Select a template and edit as required  If you believe there is missing or incorrect information impacting your ability to answer any particular question, please state this when answering that question.  Upload a **single PDF file**containing all your answers to the assignment submission link.  To create the single PDF file you can either:   * scan all your working and save as a single PDF file, or * take photos of each page and create a single PDF using an app on your phone.   **Creating a PDF from photos:**  There are a number of apps that can do this, here are just two:  ·          <https://apps.apple.com/au/app/genius-scan-pdf-scanner/id377672876>  ·          <https://www.google.com/photos/scan/>  To avoid large file sizes, you must scan handwritten answers to **a PDF file** and must NOT submit as an image (e.g. .JPEG). Large files take longer to upload and this can have an impact on your submission time. |
| **Who to contact** | Because this is an online examination, it may not be possible for the Course Coordinator to respond to individual students’ questions about the examination the way they could if students were sitting the examination on Campus. Given the nature of this examination, effectively responding to student queries and/or relaying corrections to exam content during the exam may not be feasible.  However, the following is possible:   * Use the Zoom chat function to ask the invigilator a question. * Use the free text field provided at the end of the examination to specify any assumptions you may have made while answering a particular question (be sure to reference the particular question/s)   If you experience any technical difficulties when connected to an invigilator, talk to your online invigilator via the chat functions.  If the technical trouble cannot be resolved, you should document any technical advice provided to you.  If your invigilator advises you to contact the University or you experience any technical difficulties such as losing a connection to the Zoom session, contact the [Library AskUs](https://web.library.uq.edu.au/contact-us) service for advice as soon as practicable:  **Chat:** [support.my.uq.edu.au/app/chat/chat\_launch\_lib](https://support.my.uq.edu.au/app/chat/chat_launch_lib/p/45)  **Phone:** +61 7 3335 7047  **Email:** [examsupport@library.uq.edu.au](mailto:examsupport@library.uq.edu.au)  If you find, due to technical issues, your online exam submission is late, you may apply for exemption of the late penalty.  You must apply for an exemption **no later than 24 hours** after the exam due date and time via [my.UQ](https://my.uq.edu.au/information-and-services/manage-my-program/exams-and-assessment/requesting-late-penalty-exemption-online-exam?p=0). |
| **Important exam condition information** | Academic integrity is a core value of the UQ community and as such high academic integrity expectations apply to all examinations, whether undertaken face-to-face 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 examination window. * If it is found that you have given or sought outside assistance with this examination, then that will be deemed to be cheating and you will be issued with an allegation of misconduct. * You are required to use a microphone and speaker and not a headset or earbuds * You are required to have a camera that allows the invigilator to see that you are not using outside materials or communicating with others. * You will be asked to use your camera to show your work area to your invigilator before commencing your examination. * If during the examination your work area is not visible you will be asked to reposition the camera so that the work area is visible.   Undertaking this online examination 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”.*  If you submit your online exam late, the following penalties will be applied to the total mark available for the assessment:   * Less than 5 minutes – 5% penalty * From 5 minutes to less than 15 minutes – 20% penalty * More than 15 minutes – 100% penalty   These penalties will be applied unless you provide sufficient evidence of problems with the system and/or process that were beyond your control. |