# Information sheet for Learn.UQ 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 Guardian browser and updated permitted materials options |
| 18 Nov 2022 | Summer Semester update |
| 14 Oct 2022 | Repeated words removed in Important exam condition information section |
| 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 |
| 7 Mar 2022 | Semester 1, 2022 Update |
| 15 Dec 2021 | Summer Semester update Clarified “Instructions” requirement to type in examinations and file type options.  Removed recommended materials and modified permitted materials to match on-campus options  Refined wording of calculator list and exam types to match policy wording |

## 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** 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.

In addition, for **centrally scheduled examinations:**

1. Copy the **Exam information** table.
2. Within your separate exam course site, select the **Final Exam**, **Deferred Exam** or **Supplementary Exam** 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.

**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** | Learn.UQ, invigilated, Select an option, Select an option |
| **Exam technology** | You are required to use the [Guardian Browser](https://support.proctoru.com/hc/en-us/articles/12411786227469-How-to-Download-Guardian) to complete this exam. Please ensure that you have already downloaded the Guardian Browser to your computer before the exam.  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 proctor starts your examination will be: Select a duration. |
| **Exam window** | At the time selected by you within the scheduled exam window, you will be required to connect to ProctorU.  After an on-boarding process, your proctor will start the exam. You will then have the duration of the exam listed to complete your exam.  **Please note**: It may take up to 30 minutes to connect you with a proctor, however your exam time does not start until your proctor starts your exam.  **Please note:** You will not be able to access the examination after this time. |
| **Permitted materials** | Select an option  Select a Dictionary option  Select a Calculator option.. |
| **Instructions** | Select a template and edit as required  You are required to type your response. Select an option |
| **Who to contact** | Given the nature of this examination, responding to student queries and/or relaying corrections to exam content during the exam is not possible.  If you believe there is missing or incorrect information impacting your ability to answer any particular question, please state this when answering that question.  If you experience any technical difficulties when connected to an invigilator, talk to your online invigilator via the webcam or chat functions. If the technical trouble cannot be resolved, you should ask for a copy of the chat, documenting any technical advice provided to support your request for a deferred exam.  If your invigilator advises you to contact UQ or you experience any technical difficulties when not connected to an invigilator, contact the [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)  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 high academic integrity expectations apply to all examinations, whether undertaken face-to-face or online.  This means:   * You cannot cut-and-paste material other than your own work as answers. * 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.   If you submit your online exam after the end of your specified planning time, duration, and 15 minutes submission time (where applicable), 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 to all online exams unless there is sufficient evidence of problems with the system and/or process that were beyond your control.  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”.* |