# Information sheet for Learn.UQ non-invigilated exams

#### Document History

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| Date | Changes |
| 13 Mar 2024 | Change to in-semester examinations; s1 2024 |
| 23 Feb 2022 | Semester 1, 2023 update |
| 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 2012 | Additional option exam technology option File upload to Gradescope added. |
| 7 Mar 2022 | Semester 1, 2022 update |
| 15 Dec 2021 | Summer Semester update, clarified file upload expectations in instructions |

## 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.

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@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, non-invigilated, Select an option |
| **Exam technology**  | Select an option |
| **Exam date and time** | Refer to your personal exam timetable for the scheduled date and time of this exam. Your examination will begin at the time specified in your personal examination timetable. If commence your examination after this time, the end for your examination does not change. For example, if your examination is schedule for 10am with an end time of 11:40am, even if you commence at 10:30am your end time is still 11:40am. The total time for your examination from the scheduled starting time will be:Select a duration.A 15-minute submission period is available for submitting your examination. If your examination is submitted after this period late penalties will be applied unless you can demonstrate that there were problems with the system and/or process that were beyond your control.  |
| **Exam window** | You must commence your exam at the time listed in your personalised timetable. Select an option |
| **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** | Select a template and edit as requiredSelect an optionIf you believe there is missing or incorrect information impacting your ability to answer any particular question, please state this when answering that question. |
| **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 interruptions to your examination, please collect evidence of the interruption (e.g. photographs, screenshots or emails).If you experience any issues during the examination, 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) **Phone:** +61 7 3335 7047**Email:** 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.

If you submit your online exam after the end of your specified planning time, duration, and 15 minutes submission time, 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 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”.* |