Online exams

To succeed in online exams there are activities you can plan for and do right at the beginning of the study period as well as closer to exam time.

Before the online exam
- Know the date, time and duration of your exam(s):
  - All exam times are scheduled in Adelaide time, so if you are doing your exam in a different time zone, be sure to check the converted time.
  - If you have an Access Plan, make sure you are aware of any exam adjustments in place for you.

- Download Office 365. Many exams require the use of Microsoft Office tools such as Word or Excel to complete the exam. If you do not have these installed, instructions for downloading the Office 365 suite for free can be found here.

- Check your Course site for any additional instructions on specialist software required in the Course. Ask your Course Coordinator if you are not sure.

- Make sure the location where you will do the exam(s) is suitable:
  - Is it quiet, well-lit, ventilated and at a comfortable temperature?
  - Is the location free from interruption?
  - Is your device (PC or laptop) fully charged? Plug your device into mains power, but make sure it is fully charged prior to your exam in case of any power interruptions in your local area.
  - Is the Internet connection strong in the location? Do an Internet connectivity test and check your connection?
  - If you lose connectivity, consider tethering your device to your mobile phone internet as back up.
  - If you want to use a Library study room to complete your online exam, book a study room in advance. More information about additional on-campus spaces for quiet study can be found here.

- Make sure you have everything you need with you to complete the exam:
  - Check your Course site for information about what you can have with you in the exam location. If you are not sure, ask your Course Coordinator.
  - If you are allowed to have your notes with you, make sure they are organised so you can find information easily when you need it.

- Prepare for the exam:
  - Refer to the practice exam which will contain examples of the types of questions that might be asked (e.g., multiple-choice, short answer, essay, etc.) and the layout of the exam. This can help you mentally prepare for the exam.

- Do your practise exam in your chosen exam location and with the same device that you plan to use during the actual exam. This will ensure that you have fully tested both the environment and the device.
- If possible, practise under the specified exam conditions (rules and time-limit). Check your Course for instructions on what to do if you lose connection during the online exam.
- Make note of the IT Help Desk number in you case you experience technical difficulties.
- Make note of your course coordinator's email address in case you need to contact them.
- Use Quizzes & Exam resources on the Study Help website to help you prepare for and practise your exams.

On the day of the online exam: before you start
- Check your location set-up and Internet speed again.
- Log in to Learnonline (Moodle) at least 15 minutes before the exam starts so that you are ready. You will not be able to enter the exam until the start time, but it is good to be set up and prepared.
- Keep your student email open in a separate browser window during the exam, or have it open on your mobile phone. This is how you and your course coordinator can contact each other if needed.
- Keep the IT Help Desk webpage open in a separate browser in case you experience technical issues during the exam.
- If a link to your exam does not automatically appear in your Course (Moodle) site at the scheduled start time, refresh your browser.
- Note that if you do experience technical issues:
  - Your exam answer in the exam quiz will be auto-saved every two minutes as a safe-guard.
  - If you are answering a question in Word, Excel or another program, you will need to manually save your work regularly.
  - If you lose connection to the online exam, you can re-enter and continue answering providing your connection has been restored before the end time of the exam.
  - Contact IT Help Desk if you have extended connectivity issues.

During the online exam
- Read the instructions carefully and familiarise yourself with the exam structure.
- Make sure you understand the questions before answering them.
- Pay attention to the timer and progress bar in the exam:
  - Plan how much time you will roughly spend on each question.
  - Check the timer and progress bar regularly so that you know how much time is remaining and how many questions you have left to answer.
  - Keep in mind that you may need to spend more time answering long, complex or challenging questions.
  - You can flag a question and come back to it later.
- Allow yourself enough time to go back, check or change your answers before the exam finishes:
  - You will see a summary of your answers at the end of the exam. Use this to check you have answered everything you can.

Academic Integrity during the online exam
- All exams are **individual** assessments.
- You are **not** permitted to seek assistance or discuss any questions with another person throughout the duration of your exam.
- Ensure that you work independently on your exam and that all work submitted is your own original work, except where acknowledgement of sources is made.