



ONLINE EXAMINATION PROCEDURE

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Supporting documents, procedures & forms of this policy:	Examination Rules Coursework Rules Student Conduct Rules Academic Misconduct Procedure (Coursework) Teaching and Assessment: Code of Practice – Teaching Teaching and Assessment: Assessment and Feedback Policy Teaching and Assessment: Subject Delivery Policy Academic Integrity Policy Request for Support in Exams Form Remote examination issue report Review and Appeal of Academic Decisions Policy Student Academic Consideration Policy Examination Procedure Examination Procedure for Offshore Students Disability Policy - Students		
Relevant Legislation & External Documents:	University of Wollongong Act 1989 (NSW) University of Wollongong By-Law 1991 (NSW)		
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Contents

1. Purpose of Procedure	3
2. Definitions	3
3. Application and Scope	3
4. Scheduling and Conditions of Online Examinations	4
5. Online Examination Papers	5
6. Identification for invigilated examinations	5
7. Materials in Online Examinations	6
8. Unauthorised Actions	6
9. Alleged Academic Misconduct in University Online Examinations	7
10. Special Conditions for Examinations	8
11. Interruptions in Online Examinations	10
12. Management of Privacy and Data Security for Proctorio invigilated examinations	11
13. Responsibilities	12
14. Version Control and Change History	14
Schedule 1 – Changes in the Case of Faculty Online Examinations	15

1. Purpose of Procedure

1. The purpose of this procedure is to direct UOW staff and students on the process to be followed when conducting and undertaking end of session online examinations.
2. This procedure supports and should be read in conjunction with the Examination Rules. In accordance with the Rules, this procedure must be followed when conducting end of session online examinations.
3. The Examination Procedure directs UOW staff and students on the process to be followed when conducting all other examinations regulated under the Examination Rules.

2. Definitions

1. Terms used within the Online Examination Procedure have the same meaning as those defined in the Examination Rules.
2. Additional defined terms are outlined below:

Term	Definition
Exams Portal	An online tool for collection of examination requests and publication of examination timetables
Examiner	A person or persons with responsibility for the assessment of work in any subject
Exam Support channel	A support channel for staff and students available during end of session examination periods. Support is provided by a combination of staff from SASD, IMTS and LTC. The channel includes a phone contact, live chat and online form.
Live (in person) invigilation	Examination invigilation conducted live or in real time remotely while students are participating in the examination on the Zoom platform or other similar cloud-based videoconferencing platform.
Online Invigilation	Invigilation of an online examination conducted either via Proctorio invigilation or live invigilation.
Online examination	An examination conducted online such as within UOW's Learning Management System (LMS), Moodle.
Proctorio	An online learning integrity browser extension that captures examination verification pre-checks such as identity and records elements of student activity during the examination.
Quiz activity	The examination activity set up in the Moodle subject site
User overrides	A Moodle setting to facilitate one or more students to start the examination at a different date or time, and/or to set a different examination duration for one or more students with approved arrangements to manage exceptional circumstances.

3. Application and Scope

1. This procedure applies to staff conducting online examinations and students who are undertaking online examinations:

- a. within the virtual/remote environment, or
 - b. at an Australian campus, or
 - c. at a UOW authorised examination centre.
2. For the purpose of this procedure online examinations include those with and without online invigilation.
 3. This procedure applies to end of session online examinations that are invigilated and those that are not invigilated.
 4. This procedure applies to University end of session examinations and Faculty end of session examinations (with the modifications set out in Schedule 1). Individual schools and academic units can vary the procedures for conducting Faculty examinations, subject to those variations being approved by the Head of School or Head of Academic Unit and communicated to students via SOLS in accordance with the Teaching and Assessment Policy Suite.
 5. Students undertaking courses delivered in collaboration with an offshore partner institution will follow the Examination Procedure for Offshore Students.
 6. Students enrolled at UOW Dubai will follow the UOWD Examination Procedure.

4. Scheduling and Conditions of Online Examinations

1. In order for an online examination to be conducted by Student and Accommodation Services Division (SASD), a Subject Coordinator, as examiner, will apply to SASD according to the conditions set out in this procedure. Submissions will be made in a manner and timeframe prescribed by SASD.
2. End-of-session examination periods will be preceded by an official study recess of five working days duration during which there will be no formal teaching covering new content and no University online examinations.
3. SASD will create an online examination timetable giving equal consideration to schools. SASD will also give consideration to maximising marking time and facilitation of online support. Wherever possible, examination times will be scheduled to avoid individual scheduling difficulties, as outlined in clause 10 of this Procedure.
4. Personalised timetables for University online examinations will be distributed on Student Online Services (SOLS) at a time and date determined and communicated by SASD.
5. University end of session online examinations will not be conducted during the weeks designated for teaching in any session, with the exception of supplementary and deferred online examinations.
6. University online examinations will be conducted according to the following standard conditions:
 - a. a working duration of no more than three (3) hours,
 - b. a scheduled start time determined and communicated by SASD,
 - c. a UOW managed online environment allowing the facilitation of online examinations,
 - d. technical support for staff and students,
 - e. support options for students who are without appropriate access to resources, and
 - f. where examinations are invigilated by Proctorio, recordings will be reviewed by authorised representatives of SASD.
7. Online examinations that do not adhere to these standard conditions will be conducted as Faculty examinations.
8. Online examinations will be scheduled based on the applicable Australian Eastern Standard Time (AEST) or Australian Eastern Daylight Time (AEDT) zones. Students who are sitting online examinations remotely and who are outside of the applicable time zone, are expected to be available to sit their exam in the applicable scheduled AEST/AEDT time zones.

9. Online examinations will not be conducted on Sundays or gazetted NSW Public Holidays as defined within the context of clause 4.8 of this Procedure.

5. Online Examination Papers

Preparation

1. Examiners will access the Exams Portal to request an examination to be conducted by SASD during the end of session examination period. SASD will publish deadlines for submitting an examination request at the beginning of each calendar year.
2. Examiners will specify in the examination request the type of examination that will be required. For an online examination to require online invigilation, the examiner must declare that the examination requires online invigilation in order to comply with accreditation or professional certification requirements.

Submission

3. SASD will provide a schedule of dates by which online examinations must be prepared in Moodle subject sites.
4. SASD staff will review online examinations for compliance with the minimum requirements as set out in this procedure. Online examinations found to be non-compliant will require re-submission by the scheduled date.
5. If any online examination is submitted beyond the relevant scheduled date, then SASD may not be able to provide support for any such online examination.

User overrides

6. SASD will set user overrides in Moodle for any students who need additional time or an alternative start time to manage special conditions as outlined in clause 10 of this Procedure.
7. User overrides will be set up in a manner that protects the privacy of students by taking all reasonable steps to ensure that identifying information is not publicly visible.

Proctorio invigilation

8. Examiners requiring Proctorio invigilation for their online examinations must attend an induction session covering privacy obligations, student communications, Moodle examination design, academic integrity processes and support options prior to setting their first Proctorio invigilated examination.
9. Examiners requiring Proctorio invigilation for their online examinations must format their examination as a Moodle quiz activity.

Amendments

10. Where an amendment to the settings of an online examination is required after the deadline for submission, the examiner must provide written notification of the amendment to SASD as soon as possible.

6. Identification for invigilated examinations

1. Students sitting an invigilated online examination will be required to verify their identity using their student identification card or other form of identification as specified in section 7.1 of the Examination Rules.
2. Students sitting online invigilated examinations will remove items that obscure their face while the identification check is being undertaken.

3. Students sitting online invigilated examinations may request that their identification verification checks be conducted by an invigilator of the same gender, in which case SASD will ensure this request is met.

7. Materials in Online Examinations

1. The examination instructions will specify what material is authorised for the online examination.
2. Examination instructions will be communicated to students via SOLS in advance and the University will ensure that a statement outlining approved material will appear in the online examination.
3. Any material not specified within the examination instructions will be considered unauthorised material.
4. Handheld calculator models approved for use in examinations will be placed on a central register of eligible calculators. Online calculators will be authorised for use in examinations as specified by the examiner. Where a calculator is permitted students should hold the calculator up to the webcam at the commencement of the examination and ensure the model number is clearly visible.
5. Students will not use any unauthorised material during the examination.
6. Students will not use any authorised item in a manner that may provide them with an unfair advantage, including but not limited to:
 - a. electronic devices (including but not limited to mobile phones, laptops and electronic dictionaries) to access unauthorised information,
 - b. electronic devices to communicate with others during the examination, including but not limited to mobile phones,
 - c. unauthorised online materials whether stored locally, or on the internet.

8. Unauthorised Actions

1. In undertaking online examinations students will comply with the requirements of the Academic Integrity Policy, which describes academic misconduct as including any action or attempted action by a student that may result in an unfair academic advantage for the student, or an unfair academic advantage or disadvantage for other students.
2. Where online examinations are invigilated, certain actions during the examination may signal a potential instance of academic misconduct for that examination, unless permitted as part of the approved reasonable adjustment for the student. These actions include but are not limited to:
 - a. leaving the room or being out of view of the webcam;
 - b. talking out loud or speaking with others;
 - c. having someone else in the view of the webcam;
 - d. looking at, using or accessing devices or materials that are unauthorised;
 - e. enhancing or tampering with any permitted items;
 - f. accessing browser tabs, websites or applications that are not specified in clause 7 of this Procedure; [or](#)
 - g. taking photographs or screenshots of the examination material unless specifically instructed to as a method of submission.
3. Where a student becomes aware of having taken an unauthorised action inadvertently, they should attempt to rectify the matter immediately, including recording a statement via the webcam on the circumstances that arose.
4. During an examination a student may be required to leave the area in which they are undertaking the online examination for a toilet break. Where this occurs students are encouraged to make a

statement via the webcam explaining their actions prior to leaving the room returning and resuming the examination as soon as possible.

5. Where an unauthorised action has occurred University invigilators will review the matter, including taking into account the circumstances of the student's behaviour to determine a potential instance of misconduct.

9. Alleged Academic Misconduct in University Online Examinations

1. The process outlined below sets out the steps leading to consideration of potential instances of academic misconduct as provided in the Academic Misconduct (Coursework) Procedure and applies to online invigilated examinations.

Initial Determination

2. Any information, material or item in a student's immediate surroundings or on their person, or accessed online by a student, will be deemed to be in their possession.
3. Students sitting Proctorio invigilated examinations will be monitored by the online learning integrity browser tool, Proctorio, which records elements of student activity during the examination. Following the examination, authorised examination invigilators will review the recordings to ensure that the Examination Rules and examination instructions are upheld.
4. Where a student conducts an online examination under in person invigilation, an examination invigilator who has reason to believe that a student has breached, is breaching, or is attempting to breach the Examination Rules or exam instructions will immediately investigate the matter, collect or capture and make a record of any unauthorised item or other relevant evidence, and provide a written report of the incident to a representative from SASD as soon as possible.
5. Where the online examination is being conducted using in person invigilation in a group setting such as a computer lab, a student will normally be permitted to complete the examination despite the occurrence of a potential instance of academic misconduct. The examination invigilator may alternatively require a student to leave the examination environment immediately in circumstances where, in the opinion of the examination invigilator, the student's actions cause a disturbance or are likely to disturb another student.
6. A student may bring an allegation of academic misconduct against another student during or following an examination to the attention of the University following the guidelines outlined in the Academic Integrity Policy and Procedures.

Investigation by Representative from SASD – University Online Examinations

7. Following receipt of a report from an examination invigilator or following review of Proctorio recordings, a representative from SASD will discuss any potential instance of academic misconduct with the student as soon as possible after the examination in order to gather relevant supporting information.
8. The principles of procedural fairness will be applied while discussing the matter with the student. This means that the student will be presented with the details of the allegations of a potential instance of academic misconduct and the relevant evidence relied upon, and be given an opportunity to provide a response.
9. The representative from SASD will keep a record of the discussion.
10. The representative from SASD will notify the examiner of the potential instance. The representative from SASD will gather and record any additional context provided by the examiner, if applicable.

Referral to Academic Integrity Officer – University Online Examinations

11. Within five working days of an incident, the representative from SASD will refer the case to the Academic Integrity Officer via the Academic Misconduct System, including:

- a. a detailed explanation of the allegation,
 - b. a summary of key evidence supporting the allegation,
 - c. a summary of the discussion or interview with the student,
 - d. a summary of any discussion with the examiner, if applicable, and
 - e. supporting materials.
12. The Academic Integrity Officer will follow the guidelines outlined in the Academic Integrity Policy and faculty Procedures.
 13. For the purpose of Faculty managed end of session examinations see Schedule 1

10. Special Conditions for Examinations

Reasonable Adjustments

1. For end of session online examinations, SASD will make alternative arrangements, where appropriate and practical, for students who register with the Student Accessibility and Inclusion Specialist and require reasonable adjustments to their online examination conditions.
2. Approval may be given for a University online examination to be held for individual students with a disability at a time other than the published time, as prescribed by Student Academic Success and Partnerships. These online examinations will be held during the end of session examination period.
3. Students for whom reasonable adjustments to online examination conditions are being made must make themselves available at the designated time and will observe the conditions prescribed for them by Student Academic Success and Partnerships and SASD, in addition to those specified in this procedure and in the Examination Rules.
4. Where students have provisions in their reasonable adjustment conditions that cannot be adequately accommodated in an online examination, the Student Accessibility and Inclusion Specialist will advise SASD to make alternative arrangements. This may include an arrangement to conduct the examination on campus and in person using in person invigilation.

Scheduling Clashes

5. When an unavoidable clash occurs in the scheduling of an online examination for a particular student, SASD will make alternative arrangements where appropriate and practical.
6. Approval may be given for a University online examination to be held for individual students with a scheduling clash at a time other than the published time, as prescribed by SASD. These examinations will be held during the end of session examination period and will be communicated to students in accordance with clause [4 of this Procedure](#).
7. Students for whom special arrangements are being made will make themselves available at the designated time and will observe the conditions prescribed for them by SASD, in addition to those specified in this Procedure and in the Examination Rules.

Individual Scheduling Difficulties

8. Where a student considers that they have an individual scheduling difficulty with the examination timetable, the student will advise SASD and lodge a request for alternative arrangements to be made.
9. Requests for alternative arrangements will be made immediately after the scheduling difficulty becomes apparent and by the date specified by SASD.
10. Acceptable grounds for individual scheduling difficulty requests include but are not limited to:
 - a. two examinations overlapping due to extra time provisions,
 - b. more than two examinations scheduled within a twenty-four hour period,

- c. more than three examinations scheduled within a forty-eight hour period,
 - d. students sitting remotely in a time zone that presents an insurmountable issue, for example, the examination is scheduled to finish after 10:00pm or commences before 6:00am in their local time zone, and
 - e. any of the extenuating circumstances outlined in section 5.2.b of the Student Academic Consideration Policy.
11. Approval may be given for a University online examination to be held for individual students with an individual scheduling difficulty at a time other than the published time, as prescribed by SASD and in consultation with the examiner. These examinations will be held during the end of session examination period.
 12. SASD will notify the student and examiner as soon as possible of any decision and any special arrangements made in relation to the individual scheduling difficulty.
 13. Students for whom special arrangements are being made will make themselves available at the designated time and will observe the conditions prescribed for them by SASD, in addition to those specified in this procedure and in the Examination Rules.

Individual Resourcing Difficulties

14. Where a student considers that they have an individual resourcing difficulty which prevents them from undertaking an online examination, the student will advise SASD and lodge a request for alternative arrangements or support to be made available.
15. Requests for support will be made immediately after the resourcing difficulty becomes apparent and by the date specified by SASD for corrections to the timetable.
16. Acceptable grounds for individual resourcing difficulty requests regarding online examinations include but are not limited to:
 - a. Students who do not have access to a suitable remote environment or reliable internet access, but can bring their own device to campus, and
 - b. Students who do not have access to a device with a webcam or microphone.
17. Approval may be given on a case by case basis for additional support to students who may have a specific resourcing difficulty, as prescribed by SASD.
18. SASD will notify the student as soon as possible of any decision and any special arrangements made in relation to the individual resourcing difficulty.
19. Students for whom special arrangements are being made will make themselves available at the designated time and will observe the conditions prescribed for them by SASD, in addition to those specified in this Procedure and in the Examination Rules.

Individual Invigilation Difficulties

20. Where a student has a scheduled online invigilated examination and has serious concerns regarding their specific circumstances during the invigilation of that exam, the student will advise SASD and lodge a request for alternative arrangements to be made.
21. Requests for alternative arrangements will be made immediately after the difficulty becomes apparent and by the date specified by SASD for corrections to the timetable.
22. Acceptable grounds for individual invigilation difficulty requests include but are not limited to:
 - a. Students who have serious concerns about using Proctorio on their personal device, and
 - b. Students who have tested their technology resources and have serious concerns that they will not be able to access Proctorio during their online examination.

23. Approval may be given for alternative arrangements prescribed by SASD and in consultation with the examiner for individual students with an individual invigilation difficulty. This may include providing access to on campus resources or an alternative invigilation platform if the student is unable to attend campus.
24. SASD will notify the student and the examiner as soon as possible of any decision and any special arrangements made in relation to the individual invigilation difficulty.
25. Students for whom special arrangements are being made will make themselves available at the designated time and will observe the conditions prescribed for them by SASD, in addition to those specified in this Procedure and in the Examination Rules.

11. Interruptions in Online Examinations

1. Examinations may be interrupted should a situation arise that presents a risk to the life or safety of any person or significantly detrimentally affects the conditions in the examination environment.
2. In the event of a platform, hardware or software failure that affects one or more students, where possible SASD will monitor and document the interruptions and inform examiners. Affected students will be contacted with information about the cause of the interruption and the expected timeframe for a resolution. If the duration of the disruption is less than 30 minutes, the students should continue the examination on resolution of the interruption. In these circumstances, the provision for extra working time will be determined by a representative from SASD. The examination will be terminated if the interruption is for a period of 30 minutes or longer.
3. In the event of an examination activity not being available for one or more students to access at the commencement of the examination, affected students will contact the Exams Support channel for assistance. Where possible SASD will monitor and document the delay. If the duration of the delay is less than 30 minutes, the student should attempt to undertake and complete the examination. In these circumstances, the examination start and finish time will be adjusted to ensure that students have the full examination duration in which to complete the examination. The examination will be terminated once the commencement of the examination is delayed for 30 minutes.
4. In the event of power or internet failure at the premises at which a student is undertaking an examination, the student should attempt to rectify the failure where possible. If the duration of the power or internet failure is less than 30 minutes, the student should log in and continue the examination when the power and/or internet connection is restored. In these circumstances, where notified the provision for extra working time will be determined by a representative from SASD. The examination will be terminated once 30 minutes of power or internet failure has elapsed. The student should take detailed notes and where possible screenshots or photos of any evidence regarding the power or internet failure and submit those to SASD using the Remote Issues Form following the examination.
5. Where a UOW premise is being used for the online examination and in the event of any threat to physical safety and security at the premises of the online examination environment, students must evacuate the premises. Students will only return when the authorities (building warden, UOW Security, Police or Fire Brigade as appropriate) declare it is safe to re-enter the premises. Examination conditions cannot be maintained during an evacuation. An examination will be deemed to be formally terminated when an evacuation occurs. The student should take detailed notes and photos of any evidence regarding the evacuation and submit those to SASD using the Remote Issues Form following the examination.
6. SASD will notify in writing all relevant Heads of School and the examiner when an examination has been terminated or interrupted for an entire class cohort or an individual student.
7. In the event of an examination being terminated following an interruption, students will be assessed on the basis of the incomplete examination where possible. However, Heads of Schools in consultation with the Subject Coordinator may determine that:
 - a. students will sit another examination, or

- b. students will complete an alternative assessment task in addition to or instead of being assessed on the basis of the incomplete examination.
8. Heads of Schools or their nominee may discuss with SASD the feasibility of rescheduling a University online examination.
9. Heads of Schools or their nominee will notify students of the final assessment arrangements in writing as soon as possible, and no later than five working days after the examination.

12. Management of Privacy and Data Security for Proctorio invigilated examinations

Storage and security

1. Data captured by Proctorio is stored in Microsoft Azure (ISO-27001 certified) located in Australia. Access is via the UOW Moodle instance. All UOW examination data between UOW and students is double-encrypted, and is not accessible by Proctorio.
2. Examination reports and recordings will only be accessed by authorised representatives of SASD and University staff involved in misconduct investigations. This data will be managed under strict privacy protocol, and will only be accessed where there is a relevant business need.
3. Audit logs will be available within Moodle that record details of users, time stamps and recordings that were viewed or entered.
4. SASD will ensure that all relevant staff are aware of Proctorio data and the authorised and prohibited use of that data, specifically advising that the reports are not to be viewed, accessed, downloaded or shared.

Sharing of information

5. No information will be shared with external parties to UOW without the permission of the student or students affected, unless legally required to do so.
6. To ensure staff are aware of their privacy obligations, SASD will deliver compulsory inductions for examiners who will require access to Proctorio. The inductions will cover privacy obligations and best practice for examination design with the use of Proctorio.
7. Proctorio data, including screen grabs and recording excerpts may be shared by authorised SASD staff with University staff involved in the investigation of alleged academic misconduct or in respect of academic reviews, and/or the determination of reviews or appeals in respect of such investigations or reviews.

Retention and destruction

8. Proctorio will store encrypted recordings in accordance with UOW record-keeping requirements and applicable laws.
9. Only those reports or parts of reports that have been identified as containing suspected instances of academic misconduct and require further follow-up will be downloaded by SASD. SASD will retain initial recordings and reports only for the period of time in which they may need to be reviewed to determine whether or not they will result in a misconduct report. This timeframe is in accordance with the Review and Appeal of Academic Decisions Policy and associated procedures.
10. SASD will follow the existing process for managing academic misconduct investigations. This includes uploading reports of academic misconduct matters to UOW's electronic records management system (eDRMS), where records are retained in accordance with UOW's record-keeping obligations under the NSW State Records Act.
11. Six months following the examination period SASD will carry out a manual deletion process of reports stored within Proctorio. Any report data stored by Proctorio will not exceed a maximum period of 12 months and will be automatically deleted.

12. In the event that UOW ceases engagement with Proctorio, UOW data will be deleted from Proctorio servers no later than 30 days after the cessation of the engagement.

Access to personal information

13. Recordings of Proctorio sessions will not be held by UOW unless suspicious activity is identified and action is required by SASD. In these circumstances, reports will be extracted and examined by UOW authorised staff and students will be notified and given an opportunity to respond before further action is taken.
14. A student may request access to their personal information collected via the Proctorio tool that UOW holds by contacting the Examinations Team. Requests will be considered on a case by case basis and in line with Academic Integrity Policy and Procedures and other relevant policies and legislation.

13. Responsibilities

1. SASD has responsibility to schedule and manage University online examinations, including but not limited to:
 - a. provide timetables for examinations,
 - b. provide relevant online resources for examiners including information on Moodle and Proctorio settings,
 - c. provide induction sessions for examiners who intend on running online invigilated examinations
 - d. ensure suitable setup of examination activities in Moodle including arranging user overrides for quiz activities,
 - e. facilitate quality assurance checks of online examination settings before each examination,
 - f. act on advice from Student Accessibility & Inclusion Specialists regarding reasonable adjustments to individual examination arrangements,
 - g. coordinate the provision of technical support for staff and students,
 - h. monitor and record details of technical support incidents,
 - i. ensure that appropriate privacy controls are in place and that details of those privacy controls are available to staff and students before the examination period,
 - j. ensure that all requests for support (scheduling, resourcing, invigilation) received from students within the stipulated time frames will be considered to facilitate appropriate resources and environments for all students sitting online examinations,
 - k. report alleged breaches of Examination Rules to relevant Academic Integrity Officers, where relevant, in accordance with the process outlined at clause 9 of this Procedure.
 - l. arrange for training and due diligence orientation of in person invigilators where required; and
 - m. purge all recordings that are no longer required and securely store all records required to be kept in accordance with UOW's recordkeeping obligations
2. Learning and Teaching Curriculum (LTC) has a responsibility to:
 - a. provide pedagogical support resources for examiners requiring online examinations;
 - b. contribute to the Exams Support Channel during examinations
3. Information Management and Technology Services (IMTS) has a responsibility to:
 - a. ensure that University systems and platforms have been tested for performance and that no outage or maintenance windows are planned during examination periods

- b. provide technical support resources for examiners requiring online examinations, and
 - c. contribute to the Exams Support channel during examinations
4. Heads of Schools have a responsibility to:
- a. ensure examination content complies with UOW policies and procedures, and
 - b. determine the outcome of alternative arrangements, if any, for students who have been impacted by an examination that has been terminated
5. Examiners have a responsibility to:
- a. supply SASD with details of examination requirements and permitted materials by the specified closing date,
 - b. set up their examination activity in the subject Moodle site by the scheduled date,
 - c. access provided resources for online examinations and ensure their examination settings comply with any stated requirements,
 - d. ensure that they, or their nominee with delegated authority, are able to be contacted by telephone for the duration of the examination,
 - e. ensure that they, or their nominee with delegated authority, are able to answer any reasonable questions about the content of the examination,
 - f. comply with all directions regarding privacy obligations and appropriate use of student information by not accessing recordings or irregularity reports for examinations that are invigilated using Proctorio unless required to within the context of an investigation.
6. Students have a responsibility to:
- a. ensure that they are familiar with and comply with all Rules, standards, codes, policies, guidelines and procedures relating to examinations,
 - b. ensure that they are available during the scheduled examination periods where an examination is an assessment requirement for any subject in which they are enrolled,
 - c. inform themselves of the examination timetable,
 - d. ensure that clashes in their examination timetable are identified and to advise SASD of serious individual difficulties (scheduling, resourcing or invigilation) arising from the examination timetable by the scheduled date,
 - e. test their technology by completing a practice test well in advance of any online examination being invigilated by Proctorio, in order to allow time to make alternative arrangements if needed,
 - f. ensure that they have access to an appropriate environment with conditions suitable for the examination,
 - g. ensure that they have a current and active UOW student user account, to ensure they can authenticate into University systems if required,
 - h. ensure that they have a current photograph recorded in University student systems before the examination period,
 - i. ensure that any personal devices can access a reliable source of power and internet throughout the examination,
 - j. prepare their examination environment so that they can start the examination at the scheduled time,
 - k. make preparations to minimise the need to leave the view of the webcam during an online invigilated examination,

- l. produce valid photographic identification in an examination as required, and if not using a UOW student identification card, ensure that personal identifying details are covered
- m. monitor available working time of the examination including all submission and uploading activities,
- n. advise SASD of any technical issues or other interruptions encountered during the examination within 24 hours of the examination,
- o. ensure that no unauthorised items are available or accessed during an examination
- p. ensure that their actions in an online invigilated examination do not distract or disadvantage other students during an examination, and
- q. comply with any instruction given by an examination invigilator or representative of SASD for the proper conduct of an examination.

14. Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	1 June 2022	Deputy Vice Chancellor (Academic and Student Life)	First Version

Schedule 1 – Changes in the Case of Faculty Online Examinations

1. Scheduling of Faculty online examinations (clause 4) will be undertaken by the responsible Faculty and will be in conformity with the provisions relating to notice of assessment items in the Subject Outline in accordance with the Teaching and Assessment – Subject Delivery Policy.
2. Faculty online examinations will be internally quality assured as provided in the Teaching and Assessment – Assessment and Feedback Policy (clause 5).
3. The provisions of clause 6 will apply to Faculty online examinations.
4. In respect of clause 7, the Examiner for a Faculty online examination will report on any potential instance of academic misconduct to the Subject Coordinator. If the Subject Coordinator becomes aware of any potential instance of academic misconduct in a Faculty online examination, either directly or through an Examiner, they will take the steps required of them to investigate the matter outlined in the Academic Misconduct Procedures (Coursework).
5. The Subject Coordinator will be responsible for managing any reasonable adjustment requests (in consultation with the Student Accessibility and Inclusion Specialist) or scheduling difficulties as per clause 8.
6. In respect of clause 8, the Subject Coordinator will be responsible for managing requests for alternative arrangements or support to be made available, in instances where a student has an individual resourcing difficulty which prevents them from undertaking an online exam.
7. In respect of clause 9, the Subject Coordinator in consultation with the Head of School will manage any interruptions to a Faculty online examination in a manner consistent with the provisions of clause 9.