# Checklist

|  |  |
| --- | --- |
| **Step** | **** |
| Check exam parameters with Program Dean |  |
| Consult with Academic Developer (if required) |  |
| Attend a workshop if necessary |  |
| Ensure one additional hour has been added to the exam time limit if applicable |  |
| Ensure MCQ exams have a start and finish time |  |
| Quiz checked for required settings |  |
| Add the practice exam |  |
| Add the internet test link |  |
| Create **new** questions for supplementary and deferred written answer exams  |  |
| Contact information is available on both the learn**online** course site and in the quiz on page 1.  |  |
| Any exam conditions are explained on the learn**online** course site at the same time as the practice exam (recommended text on following page). |  |
| Online exam has been peer reviewed |  |
| learn**online** information has been quality checked |  |

**Contact – Recommended Text**

**Who to contact for support**

**IT Helpdesk:** If you experience any technical issues while completing your exam contact the IT Helpdesk, this may include internet connection issues or computer performance which has impacted on your ability to complete your exam. Please note the specific details of the technical issue, including time and any screen shots or other evidence to support your request. IT Helpdesk can be contacted on 83025000. Please do not hang up even if you are on hold as a service ticket will be raised once the call is answered. This service ticket will be your evidence of an issue occurring.

**Course Coordinator:** If you require clarification of any question in the exam, you should contact your Course Coordinator via email. Ensure you do this in a new web browser window or a dedicated email client to ensure you are not logged out of the exam. This can occur at any time during the exam period.