The following information must be on your Course Site at least 3 weeks before the start of exam week. There are 5 sections of text that need to be added:

* Important exam information
* Academic Integrity during your online exam
* Test your computer
* Practice exam
* How to get help

The placement is up to you, but it should feature prominently in relation to your existing exam information.

You may also want to make a post in the Course Announcement Forum to ensure all students receive an email regarding this.

You can include the blue text “as is” and insert your own details in the [bracket] information.

**Important exam information.**

This study period the exam will be delivered online. Please read the following important information which will help you prepare for the exam and ensure you have every opportunity for success.

[Note to Course Coordinator: Add the following paragraph if your exam is scheduled with SA]

The link for the Online Exam is located [insert location of the exam, e.g. Exam tab]. This link will open at the scheduled date and time of the exam. Refer to your email from Student and Academic Services regarding the date and time of your exam.

[Note to Course Coordinator: If your exam is NOT scheduled with SAS add the following]

The date of the exam is [insert date]

The start time of the exam [insert time]

The time limit for the exam is [insert time limit]. One additional hour has been added to the exam and this additional hour is already included in the total time limit. The additional hour is provided to accommodate interruptions to WIFI or temporary system delays, to provide additional reading time for students who require it, and to afford a margin for downloading and uploading the examination paper or responses, or accessing online quizzes (refer to [Student FAQ](https://askcampuscentral.unisa.edu.au/app/answers/detail/a_id/1545)) [link: https://askcampuscentral.unisa.edu.au/app/answers/detail/a\_id/1545]

The exam is made up of [insert question types].

You will need the following to complete your exam: [insert a list of everything required to complete the exam e.g. writing equipment, notepaper, Scientific Calculator (non-programmable calculator)]

Prepare early if you would like to download library materials as some library e-textbooks are subject to concurrent user limits.

## Where to sit your exam

You can choose the location of where you do the exam. This may be at your home, another suitable venue or you can complete your exam on campus. Make sure the venue is quiet, well-lit and ventilated.

If you choose to come to campus you have the following options:

Computer pools/barns at each campus (not bookable).

Designated quiet spaces in metropolitan campus libraries during the exam period (not bookable).

A limited number of study rooms are available at each metropolitan campus and at Whyalla, and can be booked via the room booking website. [link: https://my.unisa.edu.au/student/roombookings/studyrooms]

Maximum booking periods for study rooms will be extended to 3 hours to accommodate exams.

Spaces at the Mount Gambier campus can be booked by contacting [ian.mckay@unisa.edu.au](mailto:ian.mckay@unisa.edu.au). (if required)

If you choose to come on campus, you are encouraged to arrive an hour before your exam is due to start to locate a space and get set up.

Please note that on-campus spaces will **not** be supervised.

**Academic integrity during your online exam**

(Note to Course Coordinator: the following text can be modified as appropriate to your course. Feedback from students regarding SP2,3 & 4 exams included concerns about a lack of explicit instructions and collusion going unchecked).

Your online exam is open book. This means you can use any course material, including textbooks, readings, the course website and your own notes to answer the exam questions. It also means you can use the internet.

You won’t find the answers to the exam questions amongst these materials. The questions are unique and require the *application* of your knowledge. Some questions may vary from student to student and answers in multiple choice questions may be shuffled. Copying/adapting the answers from someone else may reveal that cheating has occurred.

You cannot complete the exam in collaboration with, or obtain assistance from, anyone else. 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.

**Test your computer**

It is important that you test your computer and internet access before you attempt the Practice Exam. Use the link below to do the test on the computer you will use during the actual exam and preferably in the location you will do the actual exam.

Here is the link: <https://my.unisa.edu.au/Public/ComputerSystemTest/learnonline>.

**Practice Exam**

You are required to undertake the following Practice Exam to ensure you are prepared for your online exam. The Practice Exam is an opportunity to let us know if you experience any issues so we can help you address them **before** the actual exam.

This Practice Exam is **not** a revision exam. It is a practice run to familiarise you with the exam format so you know what to expect and can identify any technical issues.

It contains one example of each question type you will encounter in the actual exam.

The Practice Exam is available from [insert date/time] and there is no time limit as the number of questions are less than the actual exam.

You can take the Practice Exam as often as you want.

Attempt every question.

We will follow-up any student who has not attempted the Practice Quiz as we want to provide you with every opportunity to do well. (optional)

**Important:** Please do the Practice Exam in the same location and with the same device (e.g. laptop) that you plan to do the actual exam. This will ensure you have fully tested both the environment and equipment you will have for the actual exam.

If you have any technical difficulties (e.g. with your laptop) during the Practice Exam contact the IT Help Desk directly. Let me know by email if you have any other questions or issues.

Whilst the Practice Exam can be attempted as many times as you like the actual exam will only allow one attempt.

**How to get help before or during the exam**

**Technical difficulties - call HELP DESK**

If you experience any technical issues while completing your exam contact the IT Help Desk, this may include internet connection issues or computer performance which has impacted on your ability to complete your exam. Tell the Help Desk the specific details of the technical issue, including time and any screen shots or other evidence to support your request.

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.

**\*\*\*** Write down the relevant phone number below on paper or add it to your phone contacts.

* South Australia: 8302 5000
* Interstate & Country: 1300 558 654 (cost of a local call)
* International: (+61 8) 8302 5000 (we can call you back to minimise your call costs)

**Questions about the Exam - Email your Course Coordinator**

To clarify any questions in the exam email me. Make sure you do this in a new web browser window or a dedicated email client to ensure you are not logged out of the exam. You can email me at any time during the exam period.

**\*\*\*** Write down my email on paper or add it to your phone contacts.

[insert your email here]