

Check exam parameters with Program Dean	
Consult with Academic Developer (if required) because you're changing your assessment	
Your exam is scheduled with SAS	
Re-published your Course Outline if changes were made to assessment	
Ensure one additional hour has been added to the exam time limit (max. 2 hours plus one 'covid' hour)	
Ensure exams have a start and finish time	
Quiz checked for required settings – see Adding the new exam with required settings guide	
Add the practice exam	
Add the internet test link	
Create new questions for future supplementary and deferred written answer exams. You cannot re-use the current exams as these exams will, effectively, be in the public domain. Future supplementary and deferred exams will be conducted in the original course site, i.e. the current SP5/SP6/SP7 2020 learn online sites.	
Contact information is available on both the learn online course site and in the quiz on page 1 as a Description.	
Any exam conditions are explained on the learn online course site at the same time as the practice exam.	
If using software/tools beyond UniSA's normal suite of learnonline you have provided access and support resources	
If you're using an etextbook check with the Library about user limits	
Online exam has been peer reviewed	
learn online information has been quality checked	
You have scheduled yourself (or delegate) to be available prior to and for the full duration of the scheduled exam	