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| **Step** | **** |
| Check exam parameters with Program Dean |  |
| Consult with Academic Developer (if required) |  |
| Attend a workshop or AD/OED zoom consult if necessary |  |
| Ensure one additional hour has been added to the exam time limit |  |
| Ensure exams have a start and finish time |  |
| Quiz checked for required settings – see separate guide **How to create an online exam** |  |
| 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 SP2/SP3 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 SP2/SP3 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. |  |
| Online exam has been peer reviewed |  |
| learn**online** information has been quality checked |  |