**Use this checklist to make sure you are ready for your online exam.** Refer to your learn**online** course site for more information if you are unsure about any of the following or contact your Course Coordinator.

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| **Exam preparation** |  |
| Check the Start Date and Time, the End Date and Time, and the Duration of your Exam. The Duration means the number of hours you have to complete the exam.  If you have an Access Plan, you may have an extended timeframe over which to complete your exam submission. You can confirm this with SEU Access and Inclusion at [inclusion@unisa.edu.au](mailto:inclusion@unisa.edu.au) |  |
| Not in South Australia? All exam times are scheduled in Adelaide time so if you’re in a different time zone be sure to check the converted time for where you will be doing your exam. |  |
| Checked the location where you will do your exam is suitable – quiet, well-lit and ventilated.  Coming to campus to do your exam? Aim to arrive **one hour before** the Start Time to locate a suitable space and get set up in the Library, a computer barn or a [bookable study room](https://my.unisa.edu.au/student/roombookings/studyrooms). |  |
| You have done the Internet speed test on the laptop, and in the location, where you will do your exam - <https://my.unisa.edu.au/Public/ComputerSystemTest/learnonline>. |  |
| Written down/save your Course Coordinator’s email. |  |
| Written down/save your relevant IT Help Desk number   * Local: (08) 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) |  |
| Get ready with everything you need to have with you to complete the exam. |  |
| Do the practice exam. |  |
| Prepare early if you would like to download library materials as part of your revision of course content, as some library e-textbooks are subject to concurrent user limits. |  |
| Here is some [additional help if your exam is an online quiz](https://lo.unisa.edu.au/mod/book/view.php?id=1842&chapterid=514). |  |

You are advised to be ready to log into your learn**online** course site **15-20 minutes before the start of the exam** to ensure your computer and internet access are operating and you are ready to open the link to the exam.

**Useful tips to help during your online exam.**

You can print this page and refer to it during the exam.

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| **During the exam** |  |
| Make sure you log in to learnonline at least 15 minutes before the exam scheduled start time. |  |
| Keep your student email open in a separate browser window throughout your exam. This is how your Course Coordinator will contact you if necessary. |  |
| There is a timer in the quiz so you know how much time you have left. |  |
| A progress bar will show you which questions you have answered. |  |
| You can flag a question so you can come back to it later. |  |
| Your answers will be auto-saved every two minutes. |  |
| If you lose connection to the online exam quiz you can re-enter the quiz and continue answering questions up to the time the exam finishes. |  |
| If you have an extended connectivity issue, please call the IT Help Desk. |  |
| If you have a question about the exam, or a specific question in the exam, please email your Course Coordinator. |  |
| You can go back and change your answer to any question up to the time the exam finishes. |  |
| You will see a summary of your answers at the end of the exam so you can check you have answered everything you can. |  |
| When you are ready to finish select the **Submit all and finish button**. This button will then display again to make sure you are ready to finish. You will not be able to re-enter the exam after this. |  |

All exams are **individual** assessments. You are **not** permitted to seek assistance or discuss any questions with another person throughout the duration of your exam.