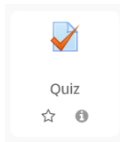


Adding an invigilated exam

1. Open your course page and **Turn editing on**
2. Select **+ Add an activity or resource**



3. Select **Quiz**
4. Select your Examination aligned to your Course Outline

Assessment method

Summative assessment

Select the activity that you want to create from the list of summative assessment activities that are defined in the Course Outline for this course.

Assessment activity name	Due date	Category weighting (%)	Internal (City West)
Test 1	TBC	15%	<input type="checkbox"/>
Test 2	TBC	15%	<input type="checkbox"/>
Examination	TBC	70%	<input checked="" type="checkbox"/>

5. Set the **Exam activity** to 'Yes' and **Proceed to settings**

Exam options

Please select from the list below whether this activity will be used as an Examination


Exam activity



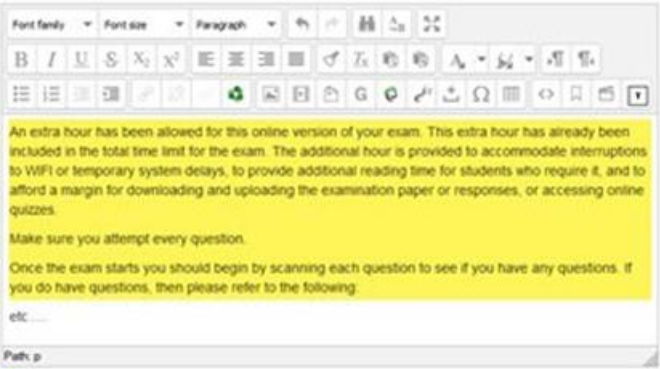
Yes

Proceed to settings

Cancel

There are required fields in this form marked  .

Ensure the correct settings are applied

<p>Name the exam quiz.</p> <p>Please use the naming convention shown of ABCD 1234 – Final Exam.</p> <p>It is critical that the exam name in learnonline matches exactly with the exam name provided to the SAS Exams Team in the Online Exam Request (OER). If names do not match, the students may not select the correct exam from the RPNOW list and will not be able to access the exam</p> <p>This will ensure TIU and ISTS can easily identify the exam for review purposes.</p>	<p>General</p> <p>Name * <input type="text" value="BUSS 1234- Final Exam"/></p>
<p>In the Description box add the text which is below this table.</p> <p>Also select the Display description checkbox.</p>	<p>Description</p>  <p>An extra hour has been allowed for this online version of your exam. This extra hour has already been included in the total time limit for the exam. 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.</p> <p>Make sure you attempt every question.</p> <p>Once the exam starts you should begin by scanning each question to see if you have any questions. If you do have questions, then please refer to the following:</p> <p>etc....</p> <p>Path: p</p> <p>Display description course page <input checked="" type="checkbox"/></p>

Add the following text to the Description box:

Read this before the start of your exam

Additional time is provided to accommodate the RPNow process, interruptions to WIFI or temporary system delays, to provide additional reading time for students who require it, and to afford time for downloading and uploading the examination paper or responses.

You should aim to be sitting down at your computer at least 30 minutes before the start of your exam.

[Download RPNow](#) and access the Final Exam by selecting your teacher and your course, note this process will be accessible 15 minutes prior to the scheduled exam start time. You will be prompted to enter a password. **You do not manually enter a password** you must **click the green insert password button at the top of the page**. As soon as you enter the exam you may begin answering questions.

Make sure you attempt every question.

Technical difficulties - call HELP DESK

If you need help during your exam, support details are available on the Online Exams Preparation Guide web page under 'Contact'.

- IT Help desk (08) 8302 5000
- IT Help desk ISTS>Helpdesk@unisa.edu.au
- RPNow live online chat will be available*
- RPNow helpline 1800 727153

*On completion of LIVE ONLINE CHAT, you must download a copy of the chat transcript BEFORE CLOSING THE CHAT. When contacting RPNow, we recommend using the LIVE ONLINE CHAT function in the first instance because using the RPNow Toll Free number will only record a summary of support provided, not a full chat transcript.

IMPORTANT

1. USING YOUR MOBILE PHONE DURING AN INVIGILATED ONLINE EXAM

A mobile phone is only allowed for the purpose of completing the MFA log on process and to contact UniSA/RPNow technical support. All calls must be made on speakerphone in full view of the webcam. The phone must be placed face down on the desk and not accessed for any other reason.

2. MULTI FACTOR AUTHENTICATION

To ensure the security of your personal information, and protect your account from becoming compromised, you need to use multi-factor authentication (MFA) when connecting to UniSA systems. This includes systems hosting online exams.

It is essential that the devices you use to receive MFA access codes are ready, charged and operable well before your exam. This is your responsibility – no exceptions will be made where MFA hasn't worked due to inoperable or inaccessible devices.

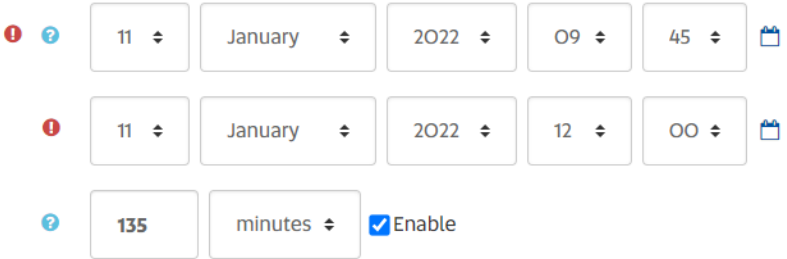
2. KEEP ALL SUPPORT INFORMATION

You must keep ALL references for any support obtained during your online exam. This includes a UniSA IT HelpDesk reference or an RPNOW reference number with supporting chat transcript either downloaded (if via Live Chat) or emailed (if via phone chat) outlining the issue, in case you are unable to complete your exam due to a software or technical issue. You will need to provide this to Campus Central so they can verify your assistance request should you feel you are eligible to apply for a secondary exam.

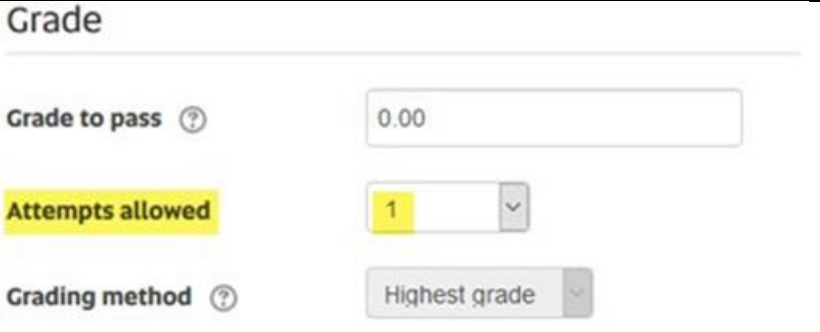
Please do not contact the teaching team during the exam unless instructed to do so by RPNOW or UniSA IT Helpdesk. The teaching team are not able to provide technical support, or a reference or ticket number needed to apply for a secondary exam.

Now proceed with the remainder of the quiz settings.

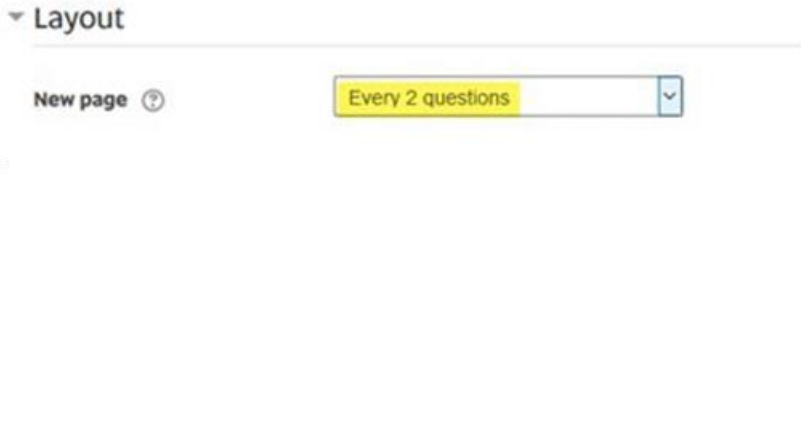
Timing – this is a key setting

<p>Edit the Open and Close dates/times as per the published SAS exam scheduled exam, local Adelaide time. Please open the exam 15 minutes prior to the SAS scheduled exam time to allow for RPNOW checks.</p> <p>Change Time and edit the total minutes <i>inclusive</i> of the additional time.</p>	 <p>The above example is a 2h exam, starting at 9.45am until 12pm on 11th of January, in Adelaide time.</p> <p>All exams in learnonline using the RPNOW secure browser must be scheduled by SAS. Session start times are 10am and 4.30pm local Adelaide time.</p>
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Grade – this is a key setting

<p>Change Attempts allowed to 1.</p> <p>Note: if students lose access during the exam this setting will still allow them to return to the exam quiz.</p>	 <p>Grade</p> <p>Grade to pass ? 0.00</p> <p>Attempts allowed 1</p> <p>Grading method ? Highest grade</p>
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Layout

<p>Change New page to Every 2 questions. This can be changed later.</p> <p>Note: The autosave feature in Moodle means that if an interruption occurs (e.g. web browser freezes), responses on the current page only will be lost.</p>	
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Review options – this is a key setting

<p>Uncheck all the boxes in the last column – start unchecking from the bottom up. This ensures all boxes are unchecked.</p>	<p>See screenshot below</p>
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Review options

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct
<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks
<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback
<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

<p>Exam password in learnonline and the Online Exam Request must match exactly</p> <p>If the password doesn't match, the <i>Insert Exam Password</i> button will fail</p>	<p>Extra restrictions on attempts</p> <p>Require password <input type="checkbox"/> Click to enter text</p>
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for the student and they will not be able to access the exam.

Under no circumstances should the password be provided to a student. Exam integrity relies on the student to access the exam using the *Insert Exam Password button* via the RPnow secure browser.

Passwords must not contain special characters.

This completes all the key settings. You can now select **Save and return to course**.