

# Rules for Online Examinations with Online Invigilation

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## 1. Governing Policy

[Assessment Policy](#)

## 2. Purpose

To maintain the integrity of online examinations using online invigilation software, by stating clearly the Rules which apply to students undertaking such examinations.

## 3. Scope

- a. These Rules apply to courses/topics where online examinations will be conducted using online invigilation software.
- b. These Rules apply to all students who undertake online examinations using online invigilation software.

## 4. Rules

### 4.1. Examination date and time

- a. All students are required to sit their online examination at the scheduled date and time regardless of any prior commitment (e.g. with a planned holiday, special event or employment).  
[Note that the official log in time is 15 minutes before the published examination start time—see Rule 4.5.]
- b. An online examination can only be deferred due to unforeseen or exceptional circumstances, as specified in s.4. of the [Assessment Variation Procedures](#).
- c. Students who start an online examination and are unable to sit or remain for its duration due to unforeseen or exceptional circumstances (e.g. illness or technical difficulties) must complete an [Online Examinations Incident Report Form](#).
- d. In such circumstances, it is up to the student to apply for a deferred examination in accordance with s.4. of the [Assessment Variation Procedures](#).
- e. Students with a disability, impairment or medical condition who require a reasonable adjustment in order to undertake the examination, as provided in s.3. of the [Assessment Variation Procedures](#), must have prior approval so that appropriate adjustments can be implemented.

#### **4.2. Examination set-up**

- a. The equipment required (including technical requirements) by students for an online examination will be stipulated in the topic information available on FLO.
- b. All students are expected to sit a familiarisation exercise before each examination to ensure all system requirements are met.
- c. Students who fail to ensure system requirements are met before the examination will not be granted additional time or a deferred assessment if problems which could have been identified through a familiarisation exercise arise during the examination.

#### **4.3. ID verification**

- a. All students must complete an identity verification online before the examination begins. Sufficient time will be allowed for students to complete the identify verification before the examination begins.
- b. Students who log in late will not be allowed any additional time to complete the examination.
- c. Headwear must not be worn in the examination, unless required for religious observance or medical reasons. Students wearing headwear for non-religious reasons will be reported under Rule 4.8. Students who wear face-covering headwear will need to remove it temporarily at Step 2 below to have their photo taken.
- d. Identity verification will involve:
  - Step 1:* taking a photo of the student's student identification card (or an alternative form of photographic identification in English such as a passport, driver's licence or proof of age card)  
[Note that alternative forms of ID will be verified against the University student database by the Topic Coordinator]
  - Step 2:* taking a photo of the student who is sitting the examination, and
  - Step 3:* making a short 360° video recording of the student's examination room to ensure the room is free of prohibited items and other people.
- e. If a student does not provide acceptable identification during the identity verification, the invigilator will flag and report this under Rule 4.8.

#### **4.4. Video recording**

- a. A video and screen recording will be made of the entire examination through the invigilation software and webcam on the student's computer.
- b. Students are not permitted to leave the view of the webcam at any time during the examination, unless permitted by the rules of the examination or special consideration has been granted before the examination via a Disability Access Plan.
- c. Any student who leaves the view of the webcam will be reported under Rule 4.8.
- d. A remote invigilator will view the recording, document any failures and report them under Rule 4.8.
- e. Recordings will be referred to the Topic Coordinator and may be made available to other Flinders University staff for review as authorised by the Topic Coordinator.

#### **4.5. Commencement of examination**

- a. The examination will commence at the scheduled start time.
- b. Reading time may or may not be provisioned, depending on the exam rules specified by the Topic Coordinator.

- c. Students who log in after the scheduled start time will not receive any additional time to complete the examination.
- d. If unforeseen circumstances delay the examination start time, the examination start and end times will be adjusted to accommodate the delay. Students will sit the exam at the adjusted time or, if the new availability cannot be accommodated, the student may apply to sit a deferred examination.

#### **4.6. Permitted and non-permitted items**

- a. Students are **permitted** to take only those items listed on the [University website](#) into the examination room. Students who bring non-permitted items into the examination room will be instructed to remove them from the examination room and, at the discretion of an Examination Invigilator, may be reported under Rule 4.8.
- b. Mobile phones or tablet devices are permitted if required for Multi-Factor Authentication. A student who is detected touching/accessing a device after starting their examination will be reported under Rule 4.8 except if used under Rule 4.7.a.
- c. Students can take into the examination room any other items permitted in the Statement of Assessment Methods and/or the exam rules specified by the Topic Co-ordinator, or as an approved variation, provided these are not enhanced or tampered with in a way that has the potential to provide an additional advantage.
- d. Students must follow any instructions in the topic examination information and verify permitted items by displaying them clearly and thoroughly to the webcam.
- e. Students are **not permitted** to take and/or access anything which contains, or conveys, or is capable of conveying information concerning or otherwise having reference to the subject matter under examination other than for the purpose at Rule 4.6.a.iv or where such items are approved/permitted by the Topic Co-ordinator.
- f. Any non-permitted items brought into the examination room will be reported under Rule 4.8.

#### **4.7. Communication during examination**

- a. Students are not permitted to communicate with any other people during the examination, except if technical assistance is required, the student must make contact via the official support channel(s).
- b. Any student who communicates with another person will be reported under Rule 4.8.

#### **4.8. Failure to abide by these Rules**

- a. Failure to abide by these Rules will be regarded as a failure to meet student academic integrity requirements under the [Student Academic Integrity Policy](#), even if it cannot be demonstrated that a student gained an advantage as a result of the failure.
- b. A failure to meet student academic integrity requirements in online examinations may include, but is not restricted to:
  - i. being in possession of any material or device which contains or conveys, or is capable of conveying, information concerning the subject matter under examination, other than where this is permitted under these Rules
  - ii. permitting a student to copy from or otherwise use another student's work
  - iii. obtaining or endeavouring to obtain, directly or indirectly, assistance during the examination from any student or any other person
  - iv. giving or endeavouring to give, directly or indirectly, assistance to any other student.

- c. An invigilator who detects or suspects a failure to abide by these Rules will report the matter in accordance with the [Student Academic Integrity Procedures](#), and the process specified in those procedures will then be applied.

#### 4.9. Exceptions

Exceptions to the application of these Rules may only be made with the prior approval of the Director, Student Administration Services.

<b>Approval Authority</b>	Deputy Vice-Chancellor (Students)
<b>Responsible Officer</b>	Director, Student Administration Services
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\* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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