

Online Invigilated Exam FAQs

Why is the University using Zoom supervised exams?

Zoom supervision is being piloted for this exam period to support assessment security. Zoom supervision is part of an ecosystem of security measures implemented to support assessment security and ensure the integrity of student learning experiences. Live supervision is coupled with additional mechanisms such as review of exam recordings and Interviews on Assessment.

These measures are in place to ensure that all students complete their exams on a level playing field, with equal opportunity to fairly demonstrate their learning. Student behaviour during zoom supervised exams may result in an academic integrity breach investigation as outlined in the [Student Conduct Rule](#).

Do we need a student ID card, driver's license or passport for the exam?

All students undertaking a Zoom supervised examination must present their current University Student Card or other current photo identification (such as proof of age card, driver's licence or passport). You will be required to present this card to your zoom supervisor via webcam prior to commencement of the exam.

Can I use a digital ID stored on my phone?

Digital ID stored on your phone can be used.

Which email address do we use to join the zoom?

You must use your official UON email address. You must activate your UON Zoom account before the exam date. All students must log into Zoom with their student credentials. You will be provided with a practice opportunity to ensure you have correctly activated your Zoom account and can successfully sign into Zoom.

Can I complete a practice? How and when?

Opportunities will be provided for you to join a Zoom session and submit a quiz or file to Canvas in the week prior to the exam period. You will be added to a Canvas site for this practice opportunity, and details will be added to that course site.

What do I need to do before my exam?

Steps on what your need to do before your exam can be found [here](#).

What equipment do I need to complete my exam?

Ensure the device you choose is updated to the latest version of Zoom, connected to power so you can stay in Zoom for the duration of your exam.

You will need a strong internet connection to keep connected to your exam in Zoom for the entire exam. Your connection should support a video quality that allows your face to be clearly identifiable.

Can I complete my exam on a mobile phone or tablet?

We do not recommend attempting to complete your exam on a mobile phone or tablet device. A laptop with a microphone and camera is sufficient. You can use your mobile phone for the zoom component if your laptop does not have a webcam or microphone.

You will need to show your photo ID on the day, so ensure if you are using a digital copy you will be able to show that on the Zoom to your invigilator.

How do I access my exam?

Your exam will be accessed via your Canvas course site with instructions within the site for submitting. You will be provided with a passcode to access this by the exam invigilator.

Are there and limitations or rules for the physical environment in which I complete me exam?

Information on what is permitted during your exam can be found [here](#).

I don't have the equipment and/or suitable physical space to complete my exam.

What do I do?

If you require support with access to a quiet or secure space, information can be found [here](#).

I have a Reasonable Adjustment Plan in place, what do I need to do?

Your Alternate Exam Arrangements, based on your Reasonable Adjustment Plan will be applied to your exam.

Will I be recorded during my exam, and how will this recording be stored and used?

Yes, the zoom session will be recorded including the breakout rooms.

Will we see other students during the exam?

Yes. During the exam, you will be in a zoom “break out room” with a maximum of 19 other students plus your zoom supervisor. The supervisor needs to be able to see and hear all students for the duration of the exam.

You should minimise zoom during the exam to minimise distractions.

Can I contact my supervisor during the exam?

No, you cannot contact your supervisor during the exam. If you have any questions during the exam, these should be raised via chat with the Examination Invigilator.

Can I leave the room while completing the exam?

If you wish to take a bathroom break during the exam, you must ask permission via Zoom. You will need to leave everything visible and your camera on and you will not receive extra time.

Am I required to complete an Interview of Assessment (Viva) or any other checks after my exam?

You may be required, following submission of any assessment task, to complete an [Interview on Assessment](#) to confirm the authenticity of your submission. An interview provides students with an opportunity to explain their response to a relevant assessment item, provide evidence of authorship, and to confirm their competency and knowledge of the materials which have been assessed.

How do I submit my exam?

Instructions for submitting your exam are provided in your Canvas course site.

What do I do if experience technical difficulties (e.g. internet outage) during my exam?

If something goes wrong, stop working and try to reconnect and contact the invigilator via Zoom chat. Take screenshots if possible and keep a record of what happened with times recorded. Serious issues may allow you to apply for Adverse Circumstances.