

Zoom Examination Instructions - Students

Academic Integrity

It is expected that all students will adhere to the highest standards of academic integrity during the exam. This means that:

- All work must be your own individual work
- You will not communicate with any person, other than the supervisor via Zoom, during the examination. Colluding with others (eg sharing work or discussing questions) to gain an unfair advantage is a breach of exam rules and will result in disciplinary action.
- Should there be any doubt that the work submitted was not entirely your own or there is a breach of exam conditions, the concerns of possible exam misconduct will be referred to the Faculty Leader and Deputy Principal - Curriculum.
- If your supervisor sees unusual activity they may intervene and communicate with you via the Zoom chat function. The activity will be logged and reported to the Faculty Leader as a potential breach of academic integrity.
- You must not share details about the exam or its contents with others after the exam.

Before Exam Day

Check your laptop. Make sure you know how to disable:

- Notifications
- Screensavers
- Automatic Updates

Check start time and duration of your examinations.

Check Google Classroom so you are aware of special instructions or equipment needed for the exam.

Organise an effective 'exam space'. Where possible, try to have:

- A room where you are alone and can close the door
- A table or desk space sufficient for you to work in, with space for any materials you need
- A comfortable chair
- A charging point for your laptop

Exam Day Schedule

Timing on the day What you should do

1 hour before your exam

- Check your exam space is ready.
- Make sure you only have permitted materials on your desk
- Check your computer equipment is ready and your laptop is plugged into a power source.
- Disable notifications, screensaver, and automatic updates. Close all windows other than Google Classroom.
- Put a note on your door saying 'exam - do not disturb'
- 30 minutes before your exam, check you can access your Zoom link via Google Classroom
- Turn off your phone

15 minutes before your exam

- You must enter the Zoom room 15 minutes before your exam start time (with your correct name)
- Do not use background filters
- You may be asked to adjust your webcam view/lighting if it does not show you or your workspace.
- Your Zoom supervisor will brief you on your exam requirements, including the end time of the exam - listen carefully to the guidelines.

Exam writing start time

- You may start your exam.
- Contact your supervisor by clicking 'Raise Hand' and communicate with them via private Zoom chat.
- Ask permission before you leave your Zoom view for any reason during the exam. The supervisor will note down the details.
- Don't talk to anyone online or in your exam space
- Don't share any information relating to the examination with anyone else

Exam end time

- Stop writing immediately once the exam end is announced.
- 'Turn in' your assignment on Google Classroom.
- Contact your Zoom supervisor if you are having trouble submitting your exam
- Once the submission is complete, notify your supervisor who will give you permission to leave the exam Zoom.
- Exam submissions made outside of Zoom supervision will not be accepted.