**GENERAL Student information Sheet: Online Final Exam S120** Developed by and for the SoNM (Fremantle)

Dear Student,

Here is some information to clarify the format and timing of the upcoming final exams for S1 2020, which will all be online.

**How will the Final Exam be delivered?**

The online timed Final Exam for S120 will be administered through the Blackboard Learning Management System. There are two different types of assessment formats that will be used for the final exam. These are Blackboard Test, in which the whole test is in Blackboard, and Turnitin, where you download a test paper and are required to upload it to a Turnitin link within a set period of time.

Both formats for the final exam will involve students sitting a time limited exam. This means that you will have a limited amount of time to complete and submit the exam (similar to a normal written exam).

The Blackboard Test format will present a range of different question types that may include multiple choice, matching, multiple answer, definition, short answer and case study questions.

The Turnitin format will involve the timed release of long answer questions via a Blackboard assessment tab. The student will then open and download a Word document and type their answers to the questions posed. This Word document is then saved and submitted via Turnitin within the specified period of time (for example 3 hours 10mins from the release of the question).

Course coordinators will contact you through Blackboard to inform you which assessment format is used for your course. Instructions on how to access the assessment will be provided by course coordinators. Please monitor your email and Blackboard announcements.

**Are the Final Exams ‘Open Book’?**

All the Final Exams for S120 are open book exams. You are permitted to use notes and reference materials during the exam to help you to answer the questions.

To ensure academic integrity, questions in the Blackboard Test format will be randomised. Questions will advance one screen at a time, there will be no ability to back track. While you might have randomised questions, it is important to know that your online exam will follow a consistent format. For example, if your exam has a series of multiple choice, short answer and essay questions then you can expect for it to be “sectioned” and presented in an order that will be defined by your coordinator. What you can expect though is that within those section you may receive randomised questions of the same type that may be different to those received by other students in your cohort. This is to ensure the academic integrity of the final exam.

Please remember, this is an individual effort exam. You have agreed to abide by the university [Policy: Academic Integrity](https://www.notredame.edu.au/__data/assets/pdf_file/0012/2037/POLICY-Student-Academic-Integrity.pdf) available on the website, and are expected to complete this Final Exam on your own. Breaches of Academic Integrity will be taken very seriously by the School and University.

**By commencing this Online Final Exam, you agree:**

•  To answer the questions without obtaining assistance from another person.

•  Not to share your answers or to discuss any of the questions with anyone during or after the Online Final Exam.

•  To not record, copy, print, communicate or distribute the intellectual property contained in the Online Final Exam.

•  To follow the Policy: Academic Integrity as a student of The University of Notre Dame Australia.

**What do I do if I have problems during my final Exam?**

The intention of this checklist is to help you ensure you minimise the risk of disruption to your final online exam by following the checks and processes below. These are separated into things to do **prior to the exam** and things to do **during the exam**.

**Prior to the Final Exam**

In order to complete your online final exam successfully, you will need to ensure that you have considered and checked the following. This should be done **at least a week PRIOR to the day of the exam**.

* You have access to a computer or device that will allow you to complete the online exam.
* Your device (computer/tablet etc) is plugged into mains power or has sufficient battery charge (at least >50%).
* You have checked that your device has reliable and uninterrupted internet connection.
* You are using one of the supported browsers with Blackboard ie. Mozilla Firefox, Google Chrome or Microsoft Edge.

Please note that Internet Explorer is no longer supported by Blackboard. Please do not use Internet Explorer or Apple Safari. Mozilla Firefox or Google Chrome are the recommended web browsers for Blackboard. Some Blackboard functionality may not work properly when accessed via unsupported browsers. If you are logged on using Internet Explorer or Safari, please log off and log in using Mozilla Firefox, Chrome, or Edge. For more information please see below: https://help.blackboard.com/Learn/Student/Getting\_Started/Browser\_Support
* Check your computer or device power and sleep mode to ensure they will not be activated during your exam. If the device powers down or the screen switches off, this may interrupt your internet connection and prematurely submit your exam.
* You have checked that your device can log into the UNDA Blackboard page.
* You have checked your exam timetable and are aware of the start and finish time of your exam.
* You have the obtained the email address of the course coordinator in case of any technical issues during the exam.

If you have difficulties with accessing a suitable device, accessing stable internet or have timetable issues you **MUST** contact your course coordinator at least **7 days** prior to commencement of the exam.

**During the Exam**

In order to complete your online final exam successfully, you will need to consider the following **during the exam**.

* Ensure you have **email address of the course coordinator** to hand in case of any technical issues during the exam.
* Ensure you have access to a mobile phone and that the device is at least >50% charged
* Do not close the internet browser with your final exam before you have completed, saved and submitted your exam
* Do not refresh the internet browser during the final exam as this may cause the internet to be disrupted and your exam to be submitted prematurely

Best wishes for your Final Exam.