Exams Online using Blackboard Tests:

SPECIFIC Information Sheet for Students

Developed by and for the SoNM (Fremantle)

Dear student,

The NURS------ Final Exam for S120 will be completed online via the Blackboard course homepage on --day---month---2020. You will need to log in and commence the online exam at ---------- time on this date. The exam will last for three (3) hours and ten (10) minutes.

Those students with a valid LAP will have extra time as required added to the exam. There will be **NO SEPARATE** link or password required for LAP students to access the “Final Exam Paper’. **ALL** students will access the **SAME** final exam link.

This document addresses the following:

[**Log in Process** 1](#_Toc38030768)

[**Exam Integrity** 1](#_Toc38030769)

[**By commencing this Online Final Exam, you agree:** 2](#_Toc38030770)

[**Learning Access Plan (LAP) Students** 2](#_Toc38030771)

[**Problems Occur during the Final Exam** 2](#_Toc38030772)

[**Checklist** 3](#_Toc38030773)

## **Log in Process**

The online Final Exam exam can be accessed by;

1. Clicking the "FINAL EXAM PAPER” tab in the left hand navigation menu in the Blackboard course homepage.
2. Select the "NURS----- FINAL EXAM S120” link. This will take you to the start of the final exam. When ready click the "begin" option to start the exam.

The exam will consist of a mixture of multiple choice, matching short answer and case study questions. You will have three (3) hours and ten (10) minutes to complete 75 questions. The exam is worth 60% of the course total mark.

Once you have logged in and started the exam you **MUST** complete it within the allocated time frame (time available can be seen in the pop up countdown timer during the exam). If you have not completed the exam within the allocated time frame, the exam will be **locked** and **automatically submitted** for marking.

## **Exam Integrity**

Please remember this is an ‘open book’ exam and you **are** permitted to refer to your lecture notes, tutorial notes and reading materials. REMEMBER you must revise as you will not have enough time to look everything up!

Please remember, this is an individual effort exam. You have agreed to abide by the university Policy: Exams and Policy: Academic Integrity 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: Exams and Policy: Academic Integrity as a student of The University of Notre Dame Australia

## **Learning Access Plan (LAP) Students**

A new process has been developed for students with a valid LAP. Students with an LAP will be allocated additional time as per their agreed individual learning access plan. This will be added to the normal exam time.

For example, if you have an LAP requirement for an additional 10mins per hour, your 3hr 10 min (190mins) exam will be adjusted to allow 3hr 40min (220min).

There will be **NO SEPARATE** link or password is now required for LAP students as **ALL** students will access the **SAME** ‘Final Exam Paper‘ link.

Once you have logged in and started the exam you **MUST** complete it within the allocated time frame (this can be seen on the pop up countdown timer during the exam). If you have not completed the exam within the time frame, it will be **locked** and **automatically submitted** for marking.

## **Problems Occur during the Final Exam**

If you have any difficulties logging in or during the exam, then you must let the course coordinator know as soon as possible.

If possible, please contact your course coordinator via email.

* Course coordinator email: [XXXXXXXX@nd.edu.auand](mailto:XXXXXXXX@nd.edu.auand)

Please provide the following information in your email:

* Full name
* Student Number
* Contact number
* Issue you have experienced

If you are having difficulty accessing email then you can contact your course coordinator by telephone.

* Contact Phone number: **08 9433 0223**

## **Checklist**

This **checklist** may help you to complete the Final online exam off campus:

|  |  |
| --- | --- |
|  | Ensure you check your exam timetable and are aware of the start and finish time of your exam |
|  | Ensure you have email address of the course coordinator and contact phone number to hand in case of any technical issues during 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. 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. |
|  | 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 your device can log into the UNDA Blackboard page. |
|  | Do not have more than two tabs open on your internet browser at any time as this may overload the browser and cause the internet to be disrupted and your exam to be submitted prematurely |
|  | 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 |
|  | You **MUST** contact the course coordinator **as soon as any technical issues arise during the exam and email them with your Full name, Student Number, Mobile number and the issue you have experienced.** |

Good luck with the exam and please remember to prepare and revise as you would for a closed book exam.