

Examination Rules & Assessment Adjustments for Remote Examination Delivery and Invigilation

This document serves to translate exam rules (developed primarily for paper-based assessments delivered in large group invigilated environments) to our delivery of remote assessment with remote invigilation using ExamID & ExamMonitor. Our exams will be delivered on students' own devices using the Examplify platform.

University Examination rules are found at: <http://policy.unimelb.edu.au/MPF1326#section-5.6>

Feature	Application in Remotely Invigilated Examination & Recommended Adaptation
Bring Photo ID (5.27-31)	No need to bring ID – identify is verified through ExamID
Seat allocation (5.32-34)	Students are requested to organise a private room for the duration of the examination. If students are not able to negotiate private space for the duration of the exam, students will be asked to contact remote exams and describe their individual circumstances.
Late arrival (5.35-37)	<p>Students must arrive at their desk 15 minutes prior to the release of the exam password. It can take up to 15 minutes for students to receive the exam password. Once it is received, they can enter it and click “start exam”.</p> <p>We program a remote deletion time into the assessment and this is set to allow for an unanticipated delay at the exam (eg due to technical issues). Students who attempt to start their examination late after the remote deletion time will not be able to access their exam and may submit an application for special consideration.</p>
Permitted entry & exit times (5.38-39)	<p>Exam security is dependent on students remaining in front of their computer for the duration of the exam. Students are strongly advised to take a bathroom break prior to the commencement of the exam. If students leave their computer for any reason (including a bathroom break) then their exam will be flagged for possible breach of academic integrity, their ExamMonitor & test data will be reviewed.</p> <p>Students are advised: If an unexpected interruption occurs (e.g. needing to plug your device into a power point, bathroom emergency, another person accidentally enters the room) you should:</p> <ul style="list-style-type: none"> • Look directly into the camera • Briefly explain the interruption (e.g. my housemate knocked on my door) • Clarify what you have done to eliminate/prevent the interruption from reoccurring (e.g. I have told them I am completing an exam and to not return). • Continue on with your exam
Reading & Writing Time (5.40-59)	<p>Students must not contact anyone from commencement of exam (from the 15-minute comms blackout period prior to the exam start time). We therefore we can't provide access to staff member. Student can provide post-test feedback to subject co-ordinator or exam administrator.</p> <p>Students must remain silent for the duration of the exam (as speaking flags ExamMonitor review)</p> <p>We have no ability to separate reading and writing time within Examplify - students can commence responding as soon as they can view the exam. Therefore we will incorporate reading time into the total exam time on the basis of the usual time allowed for in a written examination, and the time savings associated with remote delivery</p> <p>There is a timer function within Examplify which shows students the time remaining in the top right-hand corner of their screen and an alarm can be set by the student for a warning prior to exam completion.</p> <p>If students finish the examination early, they may submit their exam manually using the “Exam Controls” tab. If they don't finish early, and the timer expires, Examplify will close</p>

	<p>their exam and attempt to upload their saved answer file/s to the system, by automatically reconnecting to the Wi-Fi.</p> <p>Students must follow the prompts to return to their dashboard while their file/s upload and check their exam file status next the exam on the left-hand side of their dashboard screen. Once they see a green tick, both files (test data and ExamMonitor data) have uploaded meaning, and the examination has concluded.</p>
<p>Authorised materials (5.60-65)</p>	<p>The following is a list of allowable materials.</p> <ul style="list-style-type: none"> • Electronic device on which examination will be completed • Device charger • Mouse • Keyboard • Clear water bottle • Tissues
<p>Unauthorised materials (5.67-5.70)</p>	<p>Students are advised to prepare a private room for their exam, and make sure it is distraction free. Students must not access any course materials including but not limited to lecture slides, recordings, practical class materials, photographs, case supported learning materials, study notes, textbooks or the internet, for the entirety of the examination. Students are instructed to clear away all study materials and electronic devices, wipe clean white boards and remove any study materials attached to the walls. If remote invigilation detects the presence or likely presence of unauthorised materials it will be flagged as a possible breach.</p> <p>The following is a list of prohibited materials.</p> <ul style="list-style-type: none"> • Mobile phones (except if using for Wi-Fi hotspot) or any electronic device not listed on the allowable materials list e.g. headphones, earphones, handheld electronic devices, electronic audio recording devices (including but not limited to wristbands, pens or spectacles). • Watches (smart, digital and analogue): The Exemplify timer and alarm function is sufficient for time management. • Calculators: are a function within Exemplify. • Laptop bags/cases • Glasses cases • Pencil cases, pens and paper • Computer stylus (cannot be distinguished from pen) • Any notes, textbooks or other materials
<p>Examination Scheduling</p>	<p>Students are notified of exam date and time via email. This email also notifies students of the exam download window. If the student does not download their examination paper prior to closure of the download window they are not able to access their examination.</p> <p>On exam day, students then receive the exam password via email and have access to email and phone helpdesk if required.</p> <p>Remote examinations will be scheduled with consideration of student comfort. Given student concern about bathroom breaks we have set a maximum duration of 2 hours (+/- some allocation for reading time) for remote exams with remote invigilation, and split any exams that are over this duration. Where possible, split exams should be no more than 3 hours in total (ie. a maximum of 2 ExamMonitor Units @ 90 minutes each). Split exams would normally be undertaken in the one day with a morning and afternoon session and at least 1.5 hours between the likely final upload time of the morning paper and the commencement of the next part of the paper.</p>

Assessment Adjustments

University Assessment adjustments are found at <http://policy.unimelb.edu.au/MPF1326#section-4.30>

Adjustment	Application in Remotely Invigilated Examination
Extra Reading Time	Not applicable - reading time cannot be explicitly granted in remote examinations
Extra Writing Time	<p>Need to consider these on a case by case basis.</p> <ul style="list-style-type: none"> • Generally, will be allowed for a learning difficulty • Generally, will not be allowed for handwriting difficulties • Generally, will be allowed for difficulties with typing <p>Accommodations will be made on the basis of % of exam duration.</p>
Resting Time (breaks)	<p>requires the participant to be seated at all times in front of their computer.</p> <p>If a students' AEA requires them to get up and walk around or leave the room (eg to visit the bathroom) this would ideally be accommodated with in person invigilation. If this must be accommodated with remote invigilation there are two possible solutions we may use.</p> <ol style="list-style-type: none"> 1. If the students' breaks can be scheduled (fixed time intervals) then the exam could be broken into parts and uploaded separately. 2. If a student needs to take breaks at their discretion, we will need to set up remote invigilation for their exam with a human invigilator viewing them via zoom (in addition to Exam Monitor) for the duration of the examination. This requires the student have access to a second device and requires us to allocate them a personalised invigilator.
Scheduling	N/A - Care is always given when timetabling to allow for reasonable breaks between exams however the DME has never granted individual requests for scheduling.
Equipment	<p>There is an assumption that students have all the necessary equipment in their own home as a full-time university student that is required to study for long periods of time.</p> <p>The use of medication can be accommodated in 2 ways</p> <ol style="list-style-type: none"> 1. Where possible, students should take their medication within camera shot. 2. Where it is not appropriate for students to be in camera shot, they should be allocated a scheduled break where they submit part 1 of the exam before taking a break and commencing part 2 of the examination.
Exam Format	<p>All students have the ability to enlarge question text within Exemplify.</p> <p>Students who find it difficult to distinguish between colour will be accounted for (as we've done for written examinations), if and when a question requires this ability to answer the question.</p>