Important Information for On-Campus Invigilated Online Examination

Before the Examination

1. Please check Moodle (for Diploma students) or Blackboard (for Degree students) and Unit Outline for information on the content covered and the materials you will be permitted to bring for the examination.

2. Please use Google Chrome or Firefox **ONLY** to attempt your examination. **Do not use Safari or any other web browser to avoid compatibility issues.**

3. Please ensure that you are able to successfully login to your learning management systems, Moodle (for Diploma students) or Blackboard (for Degree students), or other test platforms (if applicable) such as WileyPlus or MyLab prior to your examination. If you face any issues, please proceed to Student Connect or contact assessments@curtin.edu.sg immediately for assistance.

4. For examination that requires a file submission, **please ensure that Microsoft Office applications such as Microsoft Word and Microsoft Excel are installed on your laptop prior to the examination**. **Other software such as Google Docs, WPS Office etc are not allowed nor accepted.** If you face any issues, please proceed to Student Connect or contact assessments@curtin.edu.sg immediately for assistance.

5. You must be present at the venue for the examination. The venue for each examination will be sent to your Curtin Student email one week before the test/examination. If you do not receive the email, please proceed to Student Connect or contact assessments@curtin.edu.sg immediately for assistance.

6. You must bring your Curtin Student ID for identification purposes as attendance will be taken. **Failure to be present at the venue during the examination will lead to a zero for the examination, even if you submit work for the examination.**

7. You are required to bring along your own laptop and charging cables. No computer will be provided. Please ensure that your laptop is fully charged as not all seats will have a charging port.

8. Please arrive **30 minutes** early at the venue before the examination to ensure that your laptop is able to connect to the Wi-Fi and Moodle (for Diploma students) or Blackboard (for Degree students) or other test platforms (if applicable) such as WileyPlus or MyLab. A briefing for each examination will be conducted at the venue before the start of the examination. **Students arriving late to the venue will not be granted additional time to complete the examination.**

During the Examination

1. No student will be admitted to the venue after first hour has passed.

2. No student will be allowed to leave the venue until the first hour of the examination has passed.

3. No student will be allowed to leave during the last 15 minutes of the examination.

4. If there is any breach of the below-mentioned examination conditions, this may be deemed as academic misconduct and students may face disciplinary action and receive a zero mark for the assessment.

   a) Students are not allowed to use any mode of communication, including but not limited to WhatsApp, WeChat, Telegram, etc during the examination.
   b) Students are not allowed to use any form of translation or paraphrasing tools, including but not limited to applications, websites or in-built software, to translate the questions or answers written in other languages.
   c) Students must attempt and complete the examination **in English** and no other languages are allowed.
   d) All materials permitted for the examination must be **in English**, and no other languages are allowed.
   e) All other windows must be closed other than the webpage where the test or exam is being administered, while completing the examination, unless otherwise stated on the materials allowed.
   f) Privacy screen on the examination device must be removed.
   g) Student will ensure the brightness of the device used, such as laptop, tablet etc, is well lit and set in an upright position so that it is clearly visible to the invigilator.
   h) Additional electronic devices such as iPad, Samsung Galaxy tablets and stylus pen will not be allowed.
   i) Being caught in possession of unauthorized materials will be deemed as an attempt to cheat.

5. If you have any questions, please raise your hand and our invigilator will attend to you.

After the Examination

1. Students are responsible in ensuring that the examination or assessment is submitted before leaving the venue. This includes completing all steps to upload an electronically submitted assessment.

2. Students are advised to retain proof of their submission.

   (a) For Turnitin submission, please ensure that you download and save a copy of the Turnitin Digital Receipt upon submission.

   (b) For examination that is submitted through Moodle (for Diploma students) or Blackboard (for Degree students), please ensure that you save a screenshot of the page that you have completed the examination. The screenshot should clearly show your name, the unit name and examination that you are attempting for, and the date, and timestamp of completion.

3. Remain quiet and raise your hand to inform the invigilator that you have completed before you leave the venue.