



IMPORTANT INFORMATION FOR ON-CAMPUS INVIGILATED ONLINE EXAMINATION

(Diploma and Degree examinations)

1. Before the Examination

- 1.1 Before the examination, check Moodle (Diploma students) or Blackboard (Degree students) and the Unit Outline for the examination content and permitted materials.
- 1.2 Students must use **Google Chrome** or **Firefox** to access and complete the examination. Do not use Safari or other web browsers as they may cause compatibility issues.
- 1.3 At least two working days before the examination, log in and confirm that you can access Moodle (Diploma students), Blackboard (Degree students) or other required platforms such as WileyPLUS or MyLab. Do not wait until the examination day to check your access. Report any login or access issues immediately to Student Connect or assessments@curtin.edu.sg.
- 1.4 For examinations that require file submission, ensure that the required **Microsoft Office applications** (e.g. **MS Word or Excel**) are installed and working on your laptop before the examination. Google Docs, WPS Office and other applications **ARE NOT PERMITTED**. Report any issues to Student Connect or assessments@curtin.edu.sg before the examination.
- 1.5 Students must be physically present at the designated examination venue to sit the examination. The venue and permitted materials will be sent to your Curtin email one week before the examination. If you do not receive this information, contact Student Connect or assessments@curtin.edu.sg immediately.
- 1.6 Students must bring their Curtin Student ID Card for identification and attendance verification. Failure to attend at the designated venue will result in a zero mark, even if an examination submission is made.
- 1.7 Students must bring their own laptop and charging cable; computers and laptops will not be provided. Ensure your laptop is fully charged, as a power outlet may not be available at every seat.
- 1.8 Students must arrive at least **30 minutes** before the scheduled start time to connect to Wi-Fi, set up your laptop and access the required examination platform. A pre-examination briefing will be conducted before the examination starts. **Late arrivals will not be granted additional examination time.**

2. During the Examination

- 2.1 No student will be admitted to the examination venue after the first hour of the examination (including reading time) has passed.
- 2.2 No student may leave the examination venue during the first hour of the examination.
- 2.3 No student may leave the examination venue during the final 15 minutes of the examination.
- 2.4 Students who leave the examination venue will not be permitted to re-enter unless they have been under approved supervision for the entire duration of their absence.
- 2.5 Any breach of the examination conditions below may be considered academic misconduct. Students found in breach may be subject to disciplinary action, including receiving a zero mark for the assessment.
 - (a) Students must not use any form of communication during the examination, including but not limited to WhatsApp, WeChat, Telegram, or similar applications.
 - (b) Students must not use any translation, paraphrasing, or language-assistance tools, including applications, websites, or built-in software features, to translate examination questions or answers.

- (c) All examination responses must be completed in English only.
 - (d) All permitted examination materials must be in English only.
 - (e) All windows and applications must be closed except for the examination platform or webpage, unless otherwise specified in the permitted materials.
 - (f) Privacy screens fitted to examination devices must be removed.
 - (g) Students must ensure that the device used for the examination (e.g. laptop or tablet) has sufficient screen brightness and is positioned upright so that the screen is clearly visible to the invigilator.
 - (h) Additional electronic devices, including tablets (e.g. iPad or Samsung Galaxy Tablet) and stylus pens, are not permitted unless expressly authorised.
 - (i) Possession of unauthorised materials during the examination will be treated as an attempt to gain an unfair advantage and may be considered academic misconduct.
- 2.6 Students requiring assistance during the examination should raise their hand and wait for an invigilator to attend to them.

3. After the Examination

- 3.1 Students are responsible for ensuring that their examination or assessment has been successfully submitted before leaving the venue. This includes completing all required steps for electronic submission.
- 3.2 Students should retain proof of submission for their records:
- (a) **Turnitin submissions:** Download and save a copy of the Turnitin Digital Receipt immediately after submission.
 - (b) **Moodle or Blackboard submissions:** Save a screenshot of the submission confirmation page. The screenshot should clearly display:
 - Your name
 - Unit name
 - Assessment or examination title
 - Date and time of submission
- 3.3 Once you have completed your examination, remain seated and quiet. Raise your hand to notify an invigilator before leaving the venue.