

## Appendix 1 – Examination requirements

Exam Types	System Requirements	Identification Requirements	Arriving	Reading Time	Exit	Permitted Materials
<b>Online Respondus Exam (on campus)</b>	<p>MFA – Mutli-Factor Authentication. When accessing LearnJCU the MFA may require a student to confirm identification via a smart phone.</p> <p>Smart phones are taken into the Examination for this purpose only.</p> <p>Examination Supervisors will provide instructions for switching off smart phones before the Examination commences.</p>	<p>Photographic identification (e.g. JCU Student ID card, driver’s licence or passport) held in clear view in front of the webcam before the commencement of the Examination.</p>	<p>Access to the Examination room is not allowed after the published start time.</p>	<p>Nil</p>	<p>Exiting the Examination is not permitted in the first 60 minutes after the published start time.</p> <p>Where an Examination duration is less than 90 minutes, early exit from the Examination is not permitted</p> <p>Students are not permitted to leave during the last 10 minutes of the Examination.</p>	<p>As listed in the exam notification.</p> <p>JCUS students where required will be provided with an English dictionary to use during the Examination.</p>
<b>Hard Copy Exam</b>	<p>Not Applicable</p>	<p>Original or copy of photographic identification (e.g. JCU Student ID card, driver’s licence or passport).</p>	<p>Access into the Examination room is allowed up to 30 minutes after the published start time.</p>	<p>During reading time a student may:</p> <ul style="list-style-type: none"> <li>reference Permitted Materials.</li> <li>take notes on the Examination paper or on rough paper provided.</li> </ul>	<p>Exiting the Examination is not permitted in the first 60 minutes after the published start time.</p>	<p>As listed in the exam notification.</p> <p>JCUS students where required will be provided with an English dictionary to use during the Examination.</p>

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				<ul style="list-style-type: none"> <li>not write on the answer booklet or scanner sheet</li> </ul> <p>Notes on the examination paper will not be used for the purposes of assessing student performance on the examination.</p> <p>Students must not remove any Examination materials from the exam rooms unless the Examination instructions permit removal. This includes the exam paper, writing booklet, scanner sheets, rough paper provided to make notes and any notes that students were permitted to bring into the Examination.</p>	<p>Where an Examination duration is less than 90 minutes, early exit from the Examination is not permitted</p> <p>Students are not permitted to leave during the last 10 minutes of the Examination.</p>	
<b>Online Respondus Exam with Monitor</b>	<p>Check connectivity, internet access and hardware, including webcam, are in working order.</p> <p>Download any software or applications as directed.</p> <p>One week prior to the Examination:</p>	Photographic identification (e.g. JCU Student ID card, driver's licence or passport) held in clear view in front of the webcam before the commencement of the Examination.	Access is allowed up to 30 minutes after the published start time with the full duration of the examination available.	Nil	Exiting the examination can occur at any time.	<p>As listed in the exam notification.</p> <p>Access online programs, downloading or taking screenshots of or printing the examination paper unless stipulated in the Examination instructions. Is not allowed.</p>

Exam Types	System Requirements	Identification Requirements	Arriving	Reading Time	Exit	Permitted Materials
	<ul style="list-style-type: none"> <li>complete a system check and/or sit practice tests for familiarity with process and software; and</li> <li>contact the Subject Coordinator or relevant Examination office, where system requirements cannot be met.</li> </ul>					
Practical or Oral Exam	Nil	Original or copy of photographic identification (e.g. JCU Student ID card, driver's licence or passport).	Access to the Examination room is not allowed after the published start time.	Nil	, Early exit from the Examination requires approval from the Examiner.	As listed in the Exam Notification  JCUS students where required will be provided with an English dictionary to use during the Examination.
<b>Online LearnJCU Exam or Online Respondus Exam</b>	<p>Check connectivity, internet access and hardware, including webcam, are in working order.</p> <p>Download any software or applications as directed.</p>	Nil	Access is allowed up to 30 minutes after the published start time with the full duration of the examination available.	Nil	Exiting the examination can occur at any time.	<p>As listed in the exam notification.</p> <p>Access online programs, downloading or taking screenshots of or printing the examination paper unless stipulated in the Examination instructions. Is not allowed.</p>

Exam Types	System Requirements	Identification Requirements	Arriving	Reading Time	Exit	Permitted Materials
	<p>One week prior to the Examination:</p> <ul style="list-style-type: none"> <li>complete a system check and/or sit practice tests for familiarity with process and software; and</li> <li>contact the Subject Coordinator or relevant Examination office, where system requirements cannot be met.</li> </ul>					
Online Oral Exam	<p>Check connectivity, internet access and hardware, including webcam, are in working order.</p> <p>Download any software or applications as directed.</p> <p>One week prior to the Examination:</p> <ul style="list-style-type: none"> <li>complete a system check and/or sit practice tests for</li> </ul>	<p>Photographic identification (e.g. JCU Student ID card, driver's licence or passport) held in clear view in front of the webcam before the commencement of the Examination.</p>	<p>Access to the Examination room is not allowed after the published start time.</p>	<p>Nil</p>	<p>Exiting the examination can occur at any time.</p>	<p>As listed in the Exam Notification.</p>

Exam Types	System Requirements	Identification Requirements	Arriving	Reading Time	Exit	Permitted Materials
	<p>familiarity with process and software; and</p> <ul style="list-style-type: none"> <li>contact the Subject Coordinator or relevant Examination office, where system requirements cannot be met.</li> </ul>					
Online Assignment	<p>Check connectivity, internet access and hardware, including webcam, are in working order.</p> <p>Download any software or applications as directed.</p> <p>One week prior to the Examination:</p> <ul style="list-style-type: none"> <li>complete a system check and/or sit practice tests for familiarity with process and software; and</li> <li>contact the Subject</li> </ul>	Nil	Access and upload is available at any time within the specified window.	Nil	Exiting the examination can occur at any time.	As listed in the Exam Notification.

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	Coordinator or relevant Examination office, where system requirements cannot be met.					

## Administration

### Approval Details

Policy Domain	Learning and Teaching
Policy Sponsor	DVC Education

### Revision History

Version no.	Approval date	Implementation date	Details	Author
23-2	20/03/2023	20/03/2023	Annexure title revised to align with appropriate terminology	Manager, Examinations and Graduations
23-1	15/12/2022	15/03/2023	Annexure established, omitted from publishing/linking in error.	Deputy Director, Student Services