

Appendix 1 Examination Type Profiles

On Campus Examination Types	Hard Copy Examination - On Campus
System Requirements	N/A
Identification Requirements	Photographic identification (e.g. JCU Student ID card, driver's licence or passport) hard copy or digital.
Arriving	Access into the examination room is allowed up to 30 minutes after the published start time. No additional time will be allowed.
Reading Time	10 minutes - refer to Examination Rules - during this time students may refer to any permitted materials. Notes can be made on the examination paper only if the answers are to be entered on alternative paperwork e.g., Multi-choice Answer Sheet/Answer booklet. Rough paper is provided.
Exit	Not permitted during the first 60 mins and not permitted during the last 10 minutes of the examination.
Permitted Materials	Refer to published Timetable.
Stationery allowed	Pens, pencils, pencil sharpener, eraser, highlighter, ruler, whiteout, water, sponge/silicone ear plugs.
Materials supplied	Rough paper is provided on request and will be collected after the examination and destroyed. JCU students will be provided an English dictionary if required

On Campus Examination Types	Online Respondus Examination - On Campus
System Requirements	JCU provided desktop allocated within examination room. MFA – Multi-Factor Authentication Smart phone for MFA access only
Identification Requirements	Photographic identification (e.g. JCU Student ID card, driver's licence or passport) hard copy or digital
Arriving	Access into the Examination room is allowed up to 30 minutes after the published start time. No additional time will be allowed
Reading Time	None or 10 minutes - refer to Examination Rules - during this time students may refer to any permitted materials. Notes can be made on the examination paper only if the answers are to be entered on alternative paperwork e.g., Multi-choice Answer Sheet/Answer booklet. Rough paper is provided.
Exit	Not permitted during the first 60 mins and not permitted during the last 10 minutes of the examination
Permitted Materials	Refer to published Timetable
Stationery allowed	Pens, pencils, pencil sharpener, eraser, highlighter, ruler, whiteout, water, sponge/silicone ear plugs
Materials supplied	Rough paper is provided on request and will be collected after the examination and destroyed. JCU students will be provided an English dictionary if required.

Online at home Examination Type	Online LearnJCU Respondus Examination with Monitor
System Requirements	A desktop or laptop computer running Windows 10 (or higher) or MacOS 10.15 (or higher) - mobile devices are not supported by the University for use in examinations. A single screen. If you have a second monitor it must be removed or covered during your exam. A working webcam. A power source to plug in your computer. A reliable internet connection.
	All Software downloads/updates must be completed prior to the exam. (Specifically ensure Respondus Lockdown Browser is installed)
	MFA – Multi-Factor Authentication
	Smart phone for MFA access only
Practice Tests	Practice Tests must be completed prior to the formal exam where provided.
Identification Requirements	Photographic identification (e.g. JCU Student ID card, driver's licence or passport) hard copy or digital which must be held up to the webcam for capture
Environment Check	The entire room must be captured, including your desk space as well as behind, in front and above to clearly show your working area. Refer Environment Check Information for more details
Arriving	Access into the examination is allowed up to 30 minutes after the published start time.
	Full examination duration is provided when accessed within this time.
Reading Time	None incorporated into total examination duration.
Bathroom Break	Bathroom breaks must be kept to a minimum and under 5 minutes. Indication to the camera either verbal or written note is accepted.
Exit	Students may submit their exam at any time during the examination duration.
Permitted Materials	Refer to published Timetable.
Stationery allowed	Pens, pencils, pencil sharpener, eraser, highlighter, ruler, whiteout, water, sponge/silicone ear plugs.

Online at home Examination Type	Online LearnJCU Respondus Examination
System Requirements	A desktop or laptop computer running Windows 10 (or higher) or MacOS 10.15 (or higher) - mobile devices are not supported by the University for use in examinations. A power source to plug in your computer. A reliable internet connection. All Software downloads/updates must be completed prior to the exam. (Specifically ensure Respondus Lockdown Browser is installed)
	MFA – Multi-Factor Authentication
	Smart phone for MFA access only
Practice Tests	Practice Tests must be completed prior to the formal exam where provided.
Identification Requirements	Student ID and Password
Arriving	Access into the examination is allowed up to 30 minutes after the published start time.
	Full examination duration is provided when accessed within this time.
Reading Time	None incorporated into total examination duration.
Exit	Students may submit their examination at any time during the examination duration.
Permitted Materials	Refer to published Timetable.
Stationery allowed	Pens, pencils, pencil sharpener, eraser, highlighter, ruler, whiteout, water, sponge/silicone ear plugs.

Online at home Examination Type	Online LearnJCU examination
System Requirements	A desktop or laptop computer running Windows 10 (or higher) or MacOS 10.15 (or higher). (Mobile devices are not supported by the University for use in exams). A power source to plug in your computer. A reliable internet connection. All Software downloads/updates must be completed prior to an exam.
	MFA – Multi-Factor Authentication
	Smart phone for MFA access only
Identification Requirements	Student ID and Password
Arriving	Access into the examination is allowed up to 30 minutes after the published start time.
	Full examination duration is provided when accessed within this time.
Reading Time	None incorporated into total examination duration.
Exit	Students may submit their examination at any time during the examination duration.
Permitted Materials	Any Materials allowed
Stationery allowed	Pens, pencils, pencil sharpener, eraser, highlighter, ruler, whiteout, water, sponge/silicone ear plugs.

Practical/Oral Examination Type	Practical either online or on-campus
System Requirements	N/A
Identification Requirements	Photographic identification (e.g. JCU Student ID card, driver's licence or passport) hard copy or digital
Arriving	Individual time will be provided either in LearnJCU or in an email from the College or Academic Unit.
Reading Time	N/A
Exit	N/A
Permitted Materials	As directed by the College or Academic Unit
Stationery allowed	As directed by the College or Academic Unit