

## **Online Examination Protocol**

Institutes are responsible for the setting the arrangements for Online Examinations and invigilation (if necessary). This includes ensuring that approved reasonable adjustments are made for students.

### **Starting online examinations:**

- Online examinations will have a set start time and/or duration, which will be clearly communicated to students. Academic Discipline may provide a later starting time for students in a different time zone or exceptionally, where specific, individual circumstances necessitate it.
- Students will be told how they must access the examination, this may be via the electronic download of questions accessed via the university's Virtual Learning Environment (VLE), a specific website or portal, or via a specialised proctoring system.
- Students will be given full instructions on how to use the specified system.

### **Completing the online examination:**

- The examination paper, or online delivery system will indicate the time available for completion.
- Clear instructions on how to finish and submit answers will be provided.
- It is the student's responsibility to submit their answers in the correct way within the time limit. Students who do not comply with the instructions and submit work beyond the time limit will be considered as late submissions.

### **Problems during the online examination:**

- If a student is unable to start an online examination, they should complete an extenuating circumstances form.
- If they start the examination but, due to issues that affect only them, are unable to complete the examination, they should inform their discipline and submit an extenuating circumstances form.
- Students will be provided with instructions on what they should do if the specified computer programme or software being used to deliver or proctor the assessment fails during the examination or submission process.
- Where appropriate a named staff member or specified inbox should be contactable in case of difficulties accessing the exam.

### **Communication during an online examination:**

- Students should not communicate with others for the duration of an online examination.
- Candidates must work independently for online examinations.
- Sharing answers and working with others to complete the assessment is not permitted.

Such behaviour will be viewed as collusion and dealt with as outlined in the [Academic Misconduct Policy](#).

**Permitted texts during an online examination:**

- Students will be informed of what resources, if any, they are allowed to access during an online examination. See also the [Policy on Use of Dictionaries and Calculators in Exams](#).
- Online examinations may be proctored (i.e. remotely invigilated) to support quality assurance and academic integrity of the examination.
- Students will be given full instructions and the opportunity to practice using the system when such proctoring is planned.

**Examination answers:**

- It is the responsibility of the student to ensure that all answers are formatted appropriately and marked with identifying information, as requested in the instructions, prior to submission.

**Converting In-person to Online Examinations**

- Where it has been necessary to convert an in-person to an online examination, the University recommends that the timeframe is adjusted by no more than 100%.