

ACPE 2020 Remote Examination Protocols

Given the current COVID-19 situation that requires social distancing it is necessary that all examinations be completed remotely. The following information outlines how the examinations will be conducted remotely for the final exam period of each teaching period:

1. All examinations will be conducted on the LMS site.
2. End of semester examinations will **only be accessible for the advertised date and time on the Semester 2 2020 Exam Timetable** found on the ACPE website: <https://acpe.edu.au/current-students/timetables/>
3. Each student will be responsible for:
 - Ensuring they know the date and time of the exam
 - Ensuring they are available for the full duration of the examination period
 - Completing the examination on the date and time advertised

Sitting the exam:

1. Students will be provided with a *Zoom link on the day of the examination via the LMS unit assessment page.*
2. Students will need to log in to Zoom with their camera on prior to the start of the exam and show their student ID card and the environment in which they are completing the exam.
3. The exam will be time locked; it will open at the time advertised and close after the allocated exam time has elapsed.

Exam Conditions:

1. Students must log in to the zoom exam *15 minutes prior* to the exam commencing.
2. The Zoom camera must remain on during the exam period.
3. Students will be allowed to refer to notes/books during the exam but not online resources. Please note that the exam questions will be designed as higher-order questions: requiring you to demonstrate the application of knowledge, analyse, synthesise, evaluate, and create. So, looking up the answer may not be possible and would be a disadvantage especially when it is a timed exam.
4. Questions will be pulled from a bank and randomised for both the question, the question order and so no student will have the same paper.
5. The lecturer will be available via the zoom chat function if there are questions during the exam.
6. The papers may also be put through Turnitin to get a similarity report, this will compare responses between students and online sources to address academic integrity.

Students will NOT be permitted:

- to obtain, or attempt to obtain, assistance in undertaking or completing the examination script.
- to communicate or attempt to communicate in any way with another student/person or attempt to receive any communication from another student/person during the examination, in the examination room or in any other room or place visited by the student for any reason during the examination. This includes, but is not limited to forms of communication such as:
 - i. oral communication
 - ii. written or visual communication
 - iii. any form of electronic or telephonic communication.

Technical Issues:

Students should note that computer, or other electronic difficulties will not be considered grounds for special consideration or a deferred exam.

If you cannot meet any of these exam requirements or require special exam provisions, please email you Head of Department ASAP.