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## Rules for Online Examinations with Online Invigilation

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### 1. Governing Policy

[Assessment Policy](#)

### 2. Purpose

To maintain the integrity of online examinations using online invigilation software, by stating clearly the Rules which apply to students undertaking such examinations.

### 3. Scope

- a. These Rules apply temporarily as part of the pilot online invigilation project in the College of Business, Government and Law.
- b. These Rules apply to all students who undertake online examinations which are part of this project.

### 4. Rules

#### 4.1. Examination date and time

- a. All students are required to sit their online examination at the scheduled date and time regardless of any prior conflict (e.g. with a planned holiday, special event or employment).  
[Note that the official log in time is 15 minutes before the published examination start time—see Rule 4.5.]
- b. An online examination can only be deferred due to unexpected or exceptional circumstances, as specified in the [Assessment Policy and Procedures](#).
- c. Students who start an online examination but believe they may be unable to sit or remain for its duration due to unexpected or exceptional circumstances (e.g. illness or technical difficulties) must initiate a live support chat to seek assistance, and then if advised to do so, complete an [Online Examinations Issue Report](#) before logging out or otherwise leaving the examination room.

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- d. In such circumstances, it is up to the student to apply for a deferred examination in accordance with the [Assessment Policy and Procedures](#).
  - e. Students with a disability, impairment or medical condition who require a reasonable adjustment in order to undertake the examination, as provided in s.9.1. of the [Assessment Policy and Procedures](#), must have prior approval so that appropriate adjustments can be implemented.

#### 4.2. Examination set-up

- a. The equipment required (including technical requirements) by students for an online examination will be stipulated in the topic information available on FLO.
- b. All students are expected to sit a familiarisation exercise before each examination to ensure all system requirements are met.
- c. Students who fail to ensure system requirements are met before the examination will not be granted additional time or a deferred assessment if problems which could have been identified through a familiarisation exercise arise during the examination.

#### 4.3. ID verification

- a. All students must complete an identity verification online before the examination begins.
- b. Students may log in **15 minutes before the scheduled start time** to enable the identity verification to be completed before the scheduled start.
- c. Students who log in late will not be allowed any additional time to complete the examination.  
[It is advised to allow the full 15 minutes to undertake the online verification process. No additional time will be granted for this purpose.]
- d. Headwear must not be worn in the examination, unless required for religious observance or medical reasons. Students wearing headwear for non-religious reasons will be reported under Rule 4.8. Students who wear face-covering headwear will need to remove it temporarily at *Step 2* below to have their photo taken.
- e. Identity verification will involve:
  - Step 1:* taking a photo of the student's student identification card (or an alternative form of photographic identification such as a passport, driver's licence or proof of age card  
[Note that alternative forms of ID will be verified against the University student database by the Topic Coordinator]
  - Step 2:* taking a photo of the student who is sitting the examination, and
  - Step 3:* making a short 360° video recording of the student's examination room to ensure the room is free of prohibited items and other people.
- f. If a student does not provide acceptable identification during the identity verification, the invigilator will flag and report this under Rule 4.8.

#### 4.4. Video recording

- a. A video and screen recording will be made of the entire examination through the invigilation software and webcam on the student's computer.
- b. Students are not permitted to leave the view of the webcam at any time during the examination, unless permitted by the rules of the examination or special consideration has been granted before the examination via a Disability Access Plan.
- c. Any student who leaves the view of the webcam will be reported under Rule 4.8.
- d. A remote invigilator will view the recording, document any failures and report them under Rule 4.8.
- e. Recordings will be referred to the Topic Coordinator and may be made available to other Flinders University staff for review as authorised by the Topic Coordinator.

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#### 4.5. Commencement of examination

- a. The examination will commence at the scheduled start time.
- b. Reading time may or may not be provisioned, depending on the exam rules specified by the Topic Coordinator.
- c. Students who log in more than 30 minutes after the scheduled start time will not be permitted to undertake the online examination.

#### 4.6. Permitted and non-permitted items

- a. Students are **permitted** to take and/or access the following items:
  - i. student ID card (or an alternative form of photographic identification such as a passport, driver's license or proof of age card)
  - ii. water in a transparent bottle with the label removed and no writing, logos or pictures on the bottle
  - iii. food that is not wrapped
  - iv. any other items permitted in the Statement of Assessment Methods and/or the exam rules specified by the Topic Co-ordinator, or as an approved variation, provided these are not enhanced or tampered with in a way that has the potential to provide an additional advantage.
- b. Students must follow any instructions in the topic examination information and verify permitted items by displaying them clearly and thoroughly to the webcam.
- c. Students are **not permitted** to take and/or access anything which contains, or conveys, or is capable of conveying information concerning or otherwise having reference to the subject matter under examination other than where such items are approved/permitted in the Statement of Assessment Methods topic exam rules as specified by the Topic Co-ordinator, or as an approved variation.
- d. Any non-permitted items brought into the examination room will be reported under Rule 4.8.

#### 4.7. Communication during examination

- a. Students are not permitted to communicate with any other people during the examination, except if technical assistance is required, the student must initiate a live support chat.
- b. Any student who communicates with another person will be reported under Rule 4.8.

#### 4.8. Failure to abide by these Rules

- a. Failure to abide by these Rules will be regarded as a failure to meet student academic integrity requirements under the [Student Academic Integrity Policy](#), even if it cannot be demonstrated that a student gained an advantage as a result of the failure.
- b. A failure to meet student academic integrity requirements in online examinations may include, but is not restricted to:
  - i. being in possession of any material or device which contains or conveys, or is capable of conveying, information concerning the subject matter under examination, other than where this is permitted under these Rules
  - ii. permitting a student to copy from or otherwise use another student's work
  - iii. obtaining or endeavouring to obtain, directly or indirectly, assistance during the examination from any student or any other person
  - iv. giving or endeavouring to give, directly or indirectly, assistance to any other student.
- c. An invigilator who detects or suspects a failure to abide by these Rules will report the matter in accordance with the [Student Academic Integrity Procedures](#), and the process specified in those procedures will then be applied.

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#### 4.9. Exceptions

Exceptions to the application of these Rules may only be made with the prior approval of the Director, Student Administration Services.

<b>Approval Authority</b>	Deputy Vice-Chancellor (Students)
<b>Responsible Officer</b>	Director, Student Administration Services
<b>Approval Date</b>	20 March 2019
<b>Effective Date</b>	20 March 2019
<b>Review Date*</b>	At the conclusion of the pilot online invigilation project.
<b>HPRM file number</b>	CF19/323

\* Unless otherwise indicated, this procedure will still apply beyond the review date.

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