

Dear Hilmi

Semester 2, 2021 exams are scheduled to commence from Saturday 30 October, and you have been scheduled with at least one Online LMS exam (you can check your timetable in [studentConnect](#)).

What you need to do now to make sure you're online exam ready

1. Review the exam requirements within LMS, and read through the [comprehensive guide](#) for sitting online exams.
2. Check the computer (desktop or laptop) you will use for your exam has:
 - a. software up-to-date and tested, including the latest version of either [Google Chrome](#) or [Mozilla Firefox](#) installed.
 - b. enable cookies and popups from Blackboard (see instructions for popups for [Google Chrome](#) or [Mozilla Firefox](#), and [Blackboard Help](#) for cookies).

Do not use a tablet or iPad, as exams may not format properly or be visible

Do not use Safari, Internet Explorer or Microsoft Edge for your exams

4. For Wi-Fi, we recommend a wired connection if possible, and if applicable, tell your housemates when your exam is, and ask them to avoid disturbing you and minimise shared Wi-Fi and/or other internet usage during this time. Please have your mobile hotspot as backup ready in the case you experience Wi-Fi connection issues.
5. Some units may require you to complete handwritten answers to questions and upload them after your exam. You can use any method that you are familiar with to scan and save your answers into a PDF document. We recommend using Microsoft OneDrive on your computer or the Microsoft Office Lens app on your smartphone. Follow the instructions in the [comprehensive guide](#) for setting up and using both methods.

For Online LMS MS Teams Exams, at least two days before your exam, ensure that you also

1. [Download Microsoft Teams](#) (MS Teams) to your device

Log into it using your UWA PHEME credentials, and test it to make sure that you know how it works and how to join a MS Teams meeting. There is advice on MS Teams is available on the [Learning online](#) and [Student email and collaboration tools](#) webpages.

Do not use MS Teams through a web browser

for special consideration.

What you need to do the day of your exam

1. Log into the UWA [LMS](#) well ahead of your exam time, and adjust the test window to the size that you want when you complete your exam
2. For LMS exams, logon at least 15 minutes prior to your scheduled exam time. For LMS MS Teams exams logon to your meeting link 45 minutes prior to your scheduled exam time – you will be placed in the waiting lobby as soon as you join the meeting. The invigilator will allow access to students one by one going through the registration process.
3. Shut down all browsers, files and programs not required for your exam; clear your browser cache (see how to do this for [Google Chrome](#) or [Mozilla Firefox](#)); and turn off screensave, sleepmode and standby mode if you normally use these.
4. Connect your computer to a power source or ensure it's fully charged. Connect your phone to a power source if you are using your mobile hotspot. You will not be permitted to access your mobile phone during the exam.
5. During the exam if you have any questions please chat directly with your invigilator via the private chat. Ensure not to speak to the invigilator as this will disturb the other candidates.

If you have any questions about sitting your exam, you can contact us via [askUWA](#) now, and if you experience technical issues getting started or during your exam, phone support for exams is available on +61 8 6488 1212 between 8am and 5pm throughout the exam period.

Best wishes for the upcoming exam period,

Examinations Team

The University of Western Australia