



Exam Processes Semester 2 2020

Introduction

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Welcome and Introductions

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Exam Process

- ▶ Access exam through Canvas or Moodle.
- ▶ Exams start at 11am. CAP starts at 9am Sydney, 9am Singapore or 9am London time
- ▶ Sign in 15 minutes prior to exam start time.
- ▶ Online Authentication by live proctors, click a link to connect & verify your identity with photo ID.
- ▶ Following authentication return to Canvas or Moodle, there will be a link to the exam which will become available at the start time.
- ▶ Download and save exam – this is effectively the same process as for the assignment.
- ▶ Answer templates in Word and Excel will be provided in advance and you will work on your these on your own computer. **Save frequently!**
- ▶ For the duration of the exam there will be automated online proctoring. This means that you will be recorded and any potentially concerning activity will be reported.
- ▶ At the end of the exam time upload answers to Canvas or Moodle.

Exam Process – Online Authentication

- ▶ You will need to register with the online authentication system in advance – instructions will be provided
- ▶ You will need to sign on 15 minutes before your exam starts.
- ▶ For CAP there will be two authentication sessions – 8.45 am and 1.30 pm
- ▶ Click a link.
- ▶ Speak to a human who will confirm your identity.
- ▶ Have your photo ID ready to show them.
- ▶ It is expected that the process will take <5 minutes.
- ▶ On completion you will return to Canvas or Moodle and wait for the exam to start.

Exam Process – Online Proctoring

- ▶ For the duration of the exam there will be auto proctoring of all candidates
- ▶ Your screen will be monitored and recorded for suspicious behavior which will be flagged for the examiners.
- ▶ Suspicious behavior could include:
 - ▶ Collaboration with others
 - ▶ Speaking to someone
 - ▶ Leaving the room
 - ▶ Using your phone
- ▶ A flag does not mean you are considered to have cheated, but it will be considered in the marking process.
- ▶ The recordings will be kept for a month and then destroyed.

Technology Requirements

Student Responsibility

- ▶ Windows or Macintosh PC or laptop with minimum memory of 4GB of RAM and 30 GB of free disk space.
- ▶ Recommend minimum screen resolution of 1024x768
- ▶ Web camera, microphone and speaker
- ▶ Internet connection of a minimum of 2mbps upload and 2mbps download
- ▶ Windows 10 (minimum) or MacOS 10.5 environments are both suitable
- ▶ Microsoft Office 2016 (minimum) and ability to download PDFs
- ▶ We recommend the following web browsers
 - ▶ Windows : Microsoft Edge (v81,v83), Chrome (v81, v83), Firefox (v76, v77)
 - ▶ MacOS : Safari (v 12, v13.1), Chrome (v81, v83), Firefox (v76, v77)
- ▶ Internet Explorer is not recommended for Windows or Mac

Testing the Process

- ▶ We recommend you ensure you have all the equipment and software you need well in advance.
- ▶ The full details will be released shortly
- ▶ There will be at least one opportunity to go through the process of sitting an exam with the Institute.
- ▶ We will be advertising this soon, and we highly recommend you take this opportunity to familiarise yourself with the process and test your equipment.

Honesty and Integrity Policies

- ▶ All students bound by Code of Conduct and expected behave in an honest and ethical way.
- ▶ Students will have to sign a declaration that the work they submit is their own.
- ▶ Exam policies will be published in advance.
- ▶ Turnitin will be tested for these exams.
- ▶ Clear actions which are not allowed:
 - ▶ Collaboration
 - ▶ Using someone else's work
 - ▶ Cut and paste

Special Consideration

- ▶ The current special consideration policy will continue to apply.
- ▶ Students may apply for special consideration in advance of the exam or in respect of the assignment as usual.
- ▶ Students may also apply for special consideration after the exam.
- ▶ Note that writing a comment as you submit your answers will **not be** considered a request for special consideration. You need to go through the proper channels

If things go wrong on the day

- ▶ The system will have been thoroughly and rigorously tested well before the start of the exam period. This will include students doing live practice exams.
- ▶ **BUT** there are risks in the online world, in your home or office environment.

If things go wrong on the day for all or most students

Scenarios	We will
Canvas or Moodle is unavailable when exam due to start.	Email exam to you with a link to the course notes and instructions for emailing your answers at the appropriate time.
Canvas or Moodle goes down during exam.	Maintain contact through email or SMS and allow emailed answers at the appropriate time.
No internet access for all students	Contact you via SMS and if not resolved within an hour, reschedule
Authentication problems	Advise you by email or SMS. The exam is expected to proceed
Other	There will be a help desk and support available

If things go wrong on the day – for you specifically

Scenarios	DO NOT PANIC
No internet at the start of the exam	This is your responsibility but we recommend you contact us and you may be able to join the exam late.
Loss of internet during the exam	You will have the exam files. Note the time and reason, continue with the exam and hopefully you will have internet access and can upload response. If not save and time stamp answers and contact us to discuss.
Unable to upload exam through Canvas/Moodle	Save and time stamp answers and contact us, we will accept emailed answers but upload if at all possible as your response will be more secure.
Other interruptions	Make a note and consider whether to apply for special consideration.

Question and Answer

What time do the exams start?	All Fellowship and Part III exams will start at 11am Sydney time – if you are not in Sydney check the time difference carefully!
	CAP exams start at 9am Sydney time or 9am Singapore time or 9am London time. You will be advised of your start time with your joining instructions.
Can I change my start time ?	Unfortunately no
Can I have my mobile phone with me?	Yes we recommend you do. It may not be accessed other than in defined situations (eg loss of internet)

Question and Answer

What if I need to go to the toilet?	Note the time and reason, be as quick as you can. Remember you may not speak to anyone at all
What if I need to write some of my answers on paper	This may apply to students of 5A, 5B and ALM. You will be advised of the actual process we determine. For example a photo of your working could be uploaded.
When will I get my joining instructions?	You will receive joining instructions at least two weeks before the exam date.
Can I print the paper?	Yes. This is not a requirement but if you have a printer you may print the paper within the first 15 minutes of the exam.
Can I use two screens	No unfortunately this cannot be accommodated

Question and Answer

Where can I sit my exam?	We recommend you ensure the area you sit is quiet and you won't be interrupted. You should not have notes on the wall as you will be asked to demonstrate that the area is free of extra information
Can I sit my exam at work?	If your employer allows it then yes, but you need to test the system well in advance and be aware that there may be firewalls issues and that the Institute cannot help with technical issues on the day. If there will be more than one of you in the room then you will need to request permission and ensure there is an invigilator in the room for the duration of the exam

Question and Answer

Be prepared

- ▶ Check your equipment needs early
- ▶ Make sure you do the Institute's test exam to be sure you know the process
- ▶ Ask any questions well in advance
- ▶ Practice working on one screen and tabbing between a question and your response
- ▶ You will have questions we may not be able to answer yet but there is still plenty of time so please ask them now and we will get back to you
- ▶ Keep an eye on any email updates and the website as we will be updating them regularly
- ▶ Contact us : education@actuaries.asn.au +612 9239 6100