#### Mid-term/Final Exam Information

This semester, your mid-term/ final exam for this unit is conducted online through proctoring (computer-based invigilation). This will be through Respondus LockDown Browser and Respondus Monitor.

Your exam will appear in the unit assessment folder below this document, at the time and date given in the central examinations timetable. Please check this timetable and make sure you return to this area at the specified time. You may need to refresh this page in order for the exam to appear.

By completing and submitting this exam online, you are also agreeing to the statement below. Please read it carefully before starting your exam.

##### Student Acknowledgement and Acceptance of Examination Conditions

You must complete this exam without the assistance of other persons and without the use of materials and/or aids which have not been explicitly listed for the exam (including internet searches during the exam).

By completing and submitting your exam via Learnline, you are also agreeing to the following conditions:

**"I have read the**[**Higher Education Examination Policy**](https://www.cdu.edu.au/governance/doclibrary/pol-019.pdf)**and University's**[**Academic and Scientific Misconduct Policy**](https://www.cdu.edu.au/governance/doclibrary/pol-001.pdf)**(access via the links provided) and understand their implications.**

**I am aware that Charles Darwin University and any relevant professional body will consider any instance of collusion, cheating or plagiarism enacted in completing this examination as a serious instance of academic misconduct.**

**I undertake to take this online examination with the highest level of integrity and declare that all material in it will be my own work except where there is a clear acknowledgement and reference to the work of others. In accessing this examination, I indicate my agreement with this statement."**

##### ****1) Prepare and test your setup****

Test your equipment well before the date and time of the test.

1. Ensure you're in a location with no interruptions or noise.
2. Download LockDownBrowser and set up your webcam. Your webcam can be either built-in or a one that plugs in with a USB cable. Watch [this brief video](https://www.respondus.com/products/lockdown-browser/student-movie.shtml) to get a basic understanding of LockDown Browser and the webcam feature.
3. Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach.
4. Select the Practice test from this unit.
5. You will see the message "Assessment Security - You need Respondus LockDown Browser to complete this assessment."
6. Below this will appear a "Download Respondus LockDown Browser" link - click this and follow the instructions.
7. After download, return to the test and select "View assessment".
8. LockDown Browser will launch and your test will begin.
9. Complete the "Respondus - practice test" and submit a sample solution at "Respondus - practice test submission area" to become familiar with the system.
10. Make sure you submit before exiting Respondus Lockdown Browser.

* LockDown Browser only needs to be installed once per computer or device. It will start automatically when an exam requires it.
* LockDown Browser prevents you from accessing other websites or applications.
* You will be unable to exit the test until all questions are completed and submitted. The submit button is at the lower right-hand corner of the screen.

###### **Tips for a good webcam video**

* Avoid wearing baseball caps or hats with brims.
* Place your computer or device on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where it (or you) might move.
* If using a built-in webcam, avoid re-adjusting the tilt of the screen after you have set up your webcam.
* Be in a well-lit room, but avoid backlighting (e.g. sitting with your back to a window).
* At the "Show Identification" question, show your CDU Student ID card to the camera.

##### 2) Before your exam

**Prepare your materials**

·        Blank pages to write your answers on (20 pages recommended)

·        Blue or black pens and, if applicable, sketching equipment and/or calculator

·        Student ID card

·        Set the webcam on your computer

**Prepare yourself**

1. Ensure you're in a location with no interruptions or noise.
2. Close all other browsers windows and tabs, as well as applications and chats before starting the exam.
3. Ensure your computer has enough power to last through the exam. Have your computer charged or charging during the exam.
4. Turn off VPN if you are using one. Using a VPN with LockDown Browser will give you an error message and prevent starting the exam.
5. Know how much time is available, and allot sufficient time to complete it
6. Clear your desk or workspace of all non-permitted materials (e.g. books, papers, other devices).
7. If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam.
8. Ensure that you can scan and upload your work before the latest time to submit.
9. Late submission is not permitted - you must upload your document before the time expires!

* If you do not have access to a scanner, you could use your mobile phone to take PDF scans or submit photos (provided the photos are readable.).
* You could download a document scanner app to your mobile phone, such as [Abbyy Fine Scanner](https://www.abbyy.com/products/mobile/finescanner-ai/en/) (available on App Store and Google Play) and test the app before the exam to ensure you can use it.

##### 3) Start your exam

1. The exam will appear as an assessment item below once it becomes available. It might detail additional directions to Candidates and the Materials/Aids allowed/needed for this specific exam.
2. The exam will be released in docx or PDF format as an item below this item in Learnline. You can read the exam from a screen.
3. Remain at your computer for the duration of the test.
4. If you encounter issues, please refer to the “Need help?” section below.

##### 4) Finish your exam and submit

1. Stop writing at the finish time.
2. Upload your answers to Learnline inthe assessment item below within 20 minutes at the end of the writing time.
3. If you encounter issues, please refer to the “Need help?” section below.

#### Need help?

**Information on centrally-timetabled exams**: refer to [Exams](https://www.cdu.edu.au/student-central/exams).

**Questions prior to your exam**: refer to [Exams](https://www.cdu.edu.au/student-central/exams) or [Student Central](https://www.cdu.edu.au/student-central).

**Questions about content during the exam** - refer to [Student Central](https://www.cdu.edu.au/student-central).

**Technical difficulties:**

Computer/webcam/microphone - contact ITMS on (08) 8946 6600.

Connecting to Respondus - [Respondus](https://web.respondus.com/student-help-livechat/) 24/7 chat.

Learnline-related queries - call 1800 984 057.

**Difficulties submitting your exam**:

Do not email your work to your lecturer! Access the [Exam Submission Form](https://forms.office.com/Pages/ResponsePage.aspx?id=Z4cknxqO80KDb8CSq5X_cMZhTNe9j0RBpzXPkz-O4GRUMUcyMDY5R0M3WDY2SlhTREU0QTVYUDhJUS4u)

**All other queries:** email [**Examinations**](mailto:examinations@cdu.edu.au) and include:

* Subject line: student number and unit code
* Email body: a brief explanation of why it was not submitted in the test environment**.**

*Failure to provide a sound reason for a late email submission may affect your final grade for this assessment.*