

SCHEDULE B: INSTRUCTIONS TO EXAMINATION CANDIDATES – Online Examinations

This schedule is pursuant to the [Examinations procedure](#) and was approved by the Vice-Chancellor on 17 May 2020.

Exam Conditions

1. At all times students must follow directions given by examination supervisors.
2. Students must present their Deakin Card (student ID card) at every examination that they sit. In exceptional circumstances, other forms of photographic identification, such as a driver's licence, passport or official national identity card may be accepted.
3. Students should make themselves ready in their chosen examination location with sufficient time to check their exam environment and equipment.
4. Students must start their exam during the approved commencement period or according to their allocated schedule.
5. Students undertaking an examination must not communicate with any person in any way except for the exam supervisor or an approved technical support contact.
6. Students must not copy, video, photograph or record any examination content and use or share it in any way outside of the examination.
7. The examination system will show the exam duration and a timer counting down the time left in an exam. It is the student's responsibility to keep track of the time left – a time warning is not provided.

Materials that may be used in Examinations (Authorised Material)

8. Under [Regulation 04.1\(2\) - Academic and Research Integrity](#) it is considered an act of academic misconduct to have, possess, access or use any material or item not allowed under the instructions for that examination, whether or not it is with the intention of using it to gain an advantage.
9. It is a student's responsibility to ascertain whether an examination is an open book or closed book examination. This information will be provided prior and will be specified on the examination.
10. Calculators are only allowed if authorised for an examination by the Unit Chair.
11. In open book examinations, students may use any hardcopy written reference material, including online or hardcopy dictionaries and textbooks with any annotations. Annotations can include the use of online notes or other adhesive markers. Such materials are not permitted in closed book examinations.
12. In closed book examinations, a blank A4 sheet of notepaper and pen or pencil is allowed.
13. Mobile phones, purses and wallets may be present in an examination but must be placed out of the student's reach throughout the examination. Mobile phones must be switched off. Phone alarms must be de-activated.
14. Food and drink will be allowed during the examination.

Materials that must not be present in Examinations (Unauthorised Material)

15. Materials other than the authorised materials described above must not be present in the examination location or immediate vicinity. Materials prohibited from being present in examinations include:
 - a. pencil cases

- b. notes of any kind in closed-book examinations, including those written on rulers, calculators, calculator covers or anywhere else
- c. note pads, writing paper/pad in closed-book exams, other than specified above
- d. electronic devices other than the computer you are using to take the exam, such as electronic dictionaries, electronic translators, watches with a calculator function, laptop computers, electronic scanners, electronic organisers and diaries, digital pen cameras, digital pens, portable music devices, text retrievable devices of any kind, and iPads or similar tablet devices.
- e. watches or smart-watches.
- f. headphones or earbuds.