Exam Instructions to Students

Summer 2024

Contents

1. Introduction to Exams and Online Exams

This document contains information regarding Open and Closed book online exams. This includes clarification on what Open and Closed book exam entail, regulations that students must adhere to during an exam, and details on Academic Impropriety. Further information on the Colleges Academic Integrity Policy can be found in the Colleges Quality Assurance Handbook ([QAH 3.3 Pg.17](#)).

1.1 Exams and Online Exams

An Exam is a formal evaluation designed to assess a student's knowledge, skills, and understanding of the subject being examined. There are two types of examination formats, in-person exams and online exams.

In-person exams are administered under controlled conditions, usually in a classroom or examination hall where students are required to attend in person. Exams are taken individually and must be completed within a designated time frame.

An Online Exam is conducted through digital means using a computer-based platform and will be invigilated through their computer's webcam and recordings of their computer desktop activity. As with traditional in-person exams, Online Exams are administered under controlled conditions but may be sat remotely. Students must still adhere to all exam regulations even when being sat remotely.

The integrity of the examination must be maintained throughout the administration. Students must adhere to the regulations detailed here and not engage in any behavior that would undermine the integrity of the exam or be in breach of the college's Policy on Academic Integrity.

Both In-person and Online exams may be either open or closed book assessments (see sections 1.3 and 1.4 of this document).

1.2 Invigilation

In-person exams will be invigilated in-person by members of the DBS Exams Invigilation team. Invigilators will patrol the exam room, monitoring students for possible Academic Impropriety / cheating, and will provide students with appropriate support during the exam.

Online exams will be invigilated live online by an Invigilation team provided by the Invigilation platform supplier. Invigilators will be monitoring students via video through their webcam for possible Academic Impropriety / cheating, and will provide students with appropriate support. Invigilators will also be recording and monitoring the student's computer desktop activity.

In cases where suspected Academic Impropriety is suspected the invigilator will provide the DBS exams office with a detailed report of the incident that they have observed. Where a student's behavior may represent a serious breach to the integrity of the exam the invigilator will intervene and contact the student during the exam to advise that they must stop the behavior and that they will be reported for further investigation by the DBS exams team. Recordings taken during the exam will be reviewed after the exam and may be presented as evidence of impropriety to the Academic Impropriety Committee.

If, on review of the exam recording, additional students are implicated in committing impropriety, these students will also be subject to investigation.

1.3 Open-book exams

An open-book exam is a type of assessment where students can <u>refer</u> to their textbooks, notes, or other external materials during the exam time. While reference materials may be accessed during the exam, open-book exams still require students to be able to demonstrate their own knowledge and understanding of the subject matter.

Students are still required to complete all work entirely within the authorised exam time. Exam answers must be original to the exam, and written entirely within the authorised exam time. Work or notes prepared before the exam such as revision notes, lecture notes, past paper practice answers, or work previously submitted for assessment, must not be submitted or included either partially or entirely in the student's exam answers. Materials referred to during the exam, even when they are entirely the student's own original work, must be rewritten or rephrased if used during an exam. Notes and reference materials are there to be **<u>referred</u>** to during the exam but must not be relied on entirely to answer the exam question.

Having access to external materials can lead to over-reliance on these materials and **unintended/accidental impropriety** by duplicating work created outside of the authorised exam time. To help avoid inadvertent cheating, and to ensure their exam answers are original, students are encouraged to first attempt to answer the exam questions using their own knowledge and without looking at or referring to external materials. Once they have answered the exam question to the best of their ability they could then refer to their materials to check the answer that they have given is accurate, clarify information that they are unsure of, and remind themselves of information that they might have forgotten but want to include. This information can then be added to the answer.

Students should be aware that unintended/accidental cheating will still be considered cheating and will be investigated for Academic Impropriety, and will be penalised accordingly.

1.4 Closed-Book Exams

A closed-book exam is a type of assessment where students are prohibited from using any external resources or reference materials. All answers must be written from the student's learned / memorised knowledge.

The purpose of a closed book exam is to assess a student's understanding, retention, and application of the course material. Accessing any unauthorized material during a closed book exam is Academic Impropriety and will be investigated and penalised accordingly.

1.5 Referencing in Open-book Exams

Students must reference any external sources used during an open-book exam. While referencing in an open book exam does not need to be formatted as formally as is required for a CA, it should provide enough detail to indicate the material was not originally the students own, and where it was derived from. **An intext citation is sufficient in an exam. A reference list is <u>not</u> required**.

Work that is not referenced may be investigated for plagiarism. For more information on referencing during an exam see the Plagiarism section under <u>Academic Impropriety 4.1.2</u> in this document.

2. Online Invigilated Exam Requirements and Regulations

2.1 Before your exam

2.1.1 Technical Requirements:

- You must have a functioning webcam. **<u>You will not be able to take your exam without one.</u>**

- You must have the latest version of the Google Chrome browser installed on your computer.
  - o Other browsers are not compatible with the invigilation platform
  - o Mac users must also use Google Chrome

- Linked / dual screens are not compatible with the invigilation platform. Any additional screens must be disconnected before accessing your exam. All work must be completed on the shared screen displaying the invigilation platform.

- You must ensure that you have a reliable device (computer, laptop) on which to sit the exam. Tablets, Ipads, and mobile phones are not compatible with the proctoring platform.
  - o If using a laptop ensure that you have the mains charger and access to mains power.

- If you intend to submit any handwritten or drawn work you must ensure that you have a reliable functioning mobile device with a camera, access to your own email account, and internet access.

- You may only use your own email account to send and receive files. Work received from another person's account will not be accepted. **<u>Make sure you are able to access your own account before the exam and that you are not signed in on anyone else's account.</u>**
  - o Files can only be sent through email. The use of messaging apps such as Whatsapp and Telegram is not permitted

- You must ensure that you have a strong stable internet connection.

- You must ensure that the webcam can be positioned so that the invigilator can see a front view of your face at all times during the exam.

- You must have completed the compatibility test to ensure your computer and webcam are compatible with the exam platform at least two weeks before the exam. **<u>You must report any issues with compatibility to the Exams team immediately.</u>**

- It is your responsibility to be familiar with any software or applications you will use during the exam. This includes knowing how to download or save any files in an acceptable format.
  - o Best practice would be to save your answer files in the following format:
    - ▪ *Student Number_Module Code_DD.MM.YY*

2.1.2 Exam Duration and Time Limit:

- You must know the correct date and start time of your exam.
  - o Check the published exam date and times on the exam timetable.
  - o Exam timetables are subject to change so please ensure that you periodically recheck for any changes to your exam time / date.

- You must know the exact duration of the exam.
  - o Check the published duration of the exam on the exam timetable.
  - o Read the Exams instructions when starting your exam.
  - o During the exam your remaining exam time will be displayed on the timer in the top right corner of the invigilation platform.

- You must access your exam within 30 minutes of the scheduled start time of the exam. **You will not be permitted to access the test after this time.**
  - **o** If you have technical difficulties that are preventing you from accessing the exam you must report them to the Exams office via the Live Chat on your Moodle page within the first 30 minutes.

- Students who are entitled to extra provisions must have registered their requirements with the Disability and Inclusion Officer at least 2 weeks before their exam.
  - o If you require extra exam provisions please notify the Student Welfare Officer at student.services@dbs.ie as soon as possible.
  - o It may not be possible to arrange the necessary extra provisions if you have not informed us of your requirements before the day of the exam.
  - o Extra provisions cannot be applied retrospectively

- There is **no** additional time allowed to upload additional answer files. Any additional answer files must be uploaded during the exam time. It is the responsibility of student to allow themselves enough time to complete the uploading of any answer files. Files not submitted before the end of the exam (when the exam timer shows 00:00) will not be accepted.

2.1.3 Exam Environment

- An exam is an individual assessment. **You must be alone when taking your exam.**

- The room must be well-lit so that you are visible to the camera

- The room must be quiet and distraction-free. Busy / noisy public spaces are not acceptable environments in which to sit an exam.

- The use of headphones or earbuds is not allowed during the exam unless approved before the exam as an extra provision.

2.1.4 Mobile phones

- Mobile phones must be switched off before you start your exam. Mobile phones must remain switched off for the duration of the exam.
  - You may switch on and access your mobile phone only when photographing or scanning answer files and emailing answer files to yourself for submission.

- Mobile phones can not be used as calculators. If you require a calculator to answer a question please use an actual calculator or the calculator function that is available in the platform.

2.1.5 Authorised Materials for open book exams:

- For open book exams you may access and **refer** to material outside of the exam including:
  - Your own notes (Electronic or Handwritten).
    - **Any electronic notes that you intend to refer to during an exam must be saved locally on your computer or in a secure cloud storage location.**
    - **Notes can not be saved in an email account as an email or a draft email**
    - **Notes can not be saved in a messenger app as a message.**
  - Textbooks.
  - Online resources.
  - Moodle pages and lecturers' notes.
  - Spell Checking tools.
    - While spell-checking tools are permitted, plugins (such as Grammarly) can cause issues with the invigilation platform such as preventing the uploading of files. You are advised not to use these tools. **The student assumes all responsibility if such tools are used.**

2.1.6 Closed-book exams

- For closed-book exams, you **must not** access **any** materials unless explicitly permitted or required to do so.

2.1.7 Unauthorised materials

To maintain the integrity of the exam certain tools are strictly prohibited from use during either open or closed book online exam. Any tool that creates content that is not the student's own words or facilitates communication must not be used during an exam. These include, but are not limited to:

- Generative Artificial intelligence (AI) software, applications, websites, or plugins. (e.g. ChatGPT, Bard).

- Messenger software and applications or plugins (e.g. Whatsapp, Telegramme, MS Teams, etc).

- Paraphrasing software, applications, or plugins.

- Grammar correction software, applications, or, plugins.

- Translation software, applications, or plugins.

- Dictation software (unless approved with prior approval).

- Mobile Phones
    - You must turn off your mobile phone before the start of the exam.
    - You must not access any mobile devices during the exam.
    - You may only switch on and access your mobile phone for photographing/scanning and uploading answer files.

- Cloud-based shared files or folders.
    - You must not share or access shared documents during the exam. Accessing a shared drive, folder or document will be treated as Academic Impropriety and will be investigated for collusion.

2.2 During the exam

2.2.1 Accessing your exam

- The link to your exam will be on your Moodle page

- The link to the exam will be available 5 minutes before the published start time of the exam. **If you cannot see the link at this time, refresh the webpage page.** If it is still not visible contact the exams team on the Live Chat on your Moodle Page.

- You must log in to your exam using your **DBS student email address**.
    - Do not log in to your exam using any other email address.

- You must have a valid form of photographic ID. You will be required to present this to the webcam before you start your test.
    - Valid ID can include:
        - Your DBS student ID card
        - A valid driving license
        - A valid Passport
        - A valid national ID card
        - Any official photographic documentation where your name and photograph are both visible.
    - **Any exams taken without valid ID, or where the test taker's identity cannot be verified may be deemed inadmissible**.

- You must access the test within 30 minutes of the published start time.
    - The exam link will be removed from Moodle 30 minutes after this time.
    - **You will not be permitted to take the exam if you have not accessed the test within the first 30 minutes.**
    - If an issue is preventing you from accessing your exam you must report it to the exam support via the Live chat within the first 30 minutes. The exams support team will assist you with accessing the test.
    - **You will not be permitted to access the test if you report a technical issue after the first 30 minutes.**

2.2.2 Answering Exam Questions

All exam answers must be submitted through the online Invigilation platform. Answers submitted through any other method, unless explicitly advised by the invigilation team, will not be accepted. There are currently three acceptable methods for students to submit their exam answers to the online exams. They are:

1) Typing your answer directly into the Invigilation Platform.
2) Attaching files created using external software applications (MS Word, Excel, etc).
3) Attaching photographed or scanned files of hand-written work.

Students are **strongly** advised to type their answers directly into the invigilation platform.

2.2.2.1 The Invigilation Platform

Answers can be typed directly into the answer field for each question on the Invigilation platform.

- All work typed into the platform will be automatically saved. Your work will be recoverable if you are disconnected from the platform or experience any technical issues (e.g. your computer crashes, powers off, or you lose internet connection) during the exam. recoverable.

- Any work typed or uploaded to the platform will be automatically submitted at the end of the exam.

- If you need to handwrite or draw any answers (e.g. graphs, diagrams, formulas) you will be able to upload these files to the platform.

- Files can be uploaded to the platform at any time during the exam. Uploaded files will automatically be submitted at the end of the upload period or when you end your test.
  o You are advised to upload your answers as you complete them during the exam so you are not rushed at the end of the exam.

All Files must be submitted before the end of the exam time. **Files not submitted before the end of the exam time will not be accepted.**

2.2.2.2 External Software and Applications Files

You may choose to write your answers using external applications (e.g. Word, Excel, etc.)

- All work must be completed on the same screen that the Invigilation platform is running so that it is visible to and can be monitored by the invigilator.
  o **Work that cannot be invigilated and verified as your own may not be accepted**
  o **Work that cannot be invigilated and verified as having been completed during the exam time may not be accepted.**

- Clearly label your answers so that the marker knows which questions you are answering.

- It is your responsibility to know how to save or extract your work
  - Work that you cannot upload cannot be considered for grading.

- Work lost due to technical issues may not be recoverable. Work that cannot be recovered cannot be considered for grading.

- Files must comply with the file limitation of the invigilation platform (see 2.2.3 Invigilation Platform File limitations below).

- Files can be uploaded to the platform at any time during the exam. Uploaded files will automatically be submitted at the end of the upload period or when you end your test.
  - You are advised to upload your answers as you complete them so you are not rushed at the end of the exam.

- **Files not uploaded before the end of the administration time will not be accepted.**

2.2.2.3 Hand-Written Answers

You may choose to hand-write all or part of your answers

- Handwritten answers must be photographed or scanned in order to be able to upload the files.
  - You may use your mobile phone only for photographing/scanning and uploading of your files.
  - Hand-written work must be legible. **Work that cannot be read cannot be marked**.
  - Photographed or scanned files must be legible. **Work that cannot be read cannot be marked.**
  - Clearly label your answers so that the marker knows which question you are answering

- Your invigilator may request that you show your answers to the webcam periodically during the exam to verify that the work is your own and is being completed during the exam time.
  - Images of your work taken during the exam may be used to verify that the answers submitted are your own work.

- Files must comply with the file limitation of the invigilation platform (see 2.2.3 Invigilation Platform File limitations below).

- Large files (such as photographs) may take longer than anticipated to take, send, receive, and upload. **You must ensure that you allow yourself enough time in which to complete your submission.**
  - You are advised to upload your answers as you complete them so you are not rushed at the end of the exam.

- **Any files not uploaded before the end of the exam time will not be accepted. It is the students responsibility to ensure that they can upload their files within the authorised time.**

2.2.3   Invigilation Platform File Limitations

There are limits to the size and number of files that can be uploaded to the invigilation platform. It is the student's responsibility to ensure that their answer files do not exceed these limitations

- The **maximum** individual file size that can be uploaded is **30MB.**

- A **maximum of five** files can be submitted for each question.

- If you have more than five files to upload you can Compress or Zip multiple files into a single file for upload or combine them into a single Word or pdf file.

- **It is your responsibility to ensure that you know how to compress files before the start of the exam.**

- **It is your responsibility to ensure that your files, including compressed/zipped files, are not larger than 30MB**

All Files must be submitted before the end of the exam time. **Files not submitted before the end of the exam time will not be accepted.**

2.2.4 Technical Issues during an Exam

The vast majority of students do not experience any technical difficulties during their online exams. If you do have a technical issue you must report it to the exam team immediately using the Live Chat function on your Moodle page or through the support phone line given at the bottom of the Invigilation Platform screen. The support phone line is toll-free within Ireland. If you are taking your test from outside of Ireland charges may apply.

The support team will attempt to assist you with your issues. Please be aware that the exams team may not be able to provide support if the issues originate outside of the College's own systems eg. hardware or software issues on a student's personal laptop, supply outages caused by the student's internet or power providers).

If the issue can not be resolved or if you experience multiple recurring technical issues you will not be able to complete your exam. It is therefore essential that you take all reasonable actions and precautions to avoid potential issues during your exam. These include but are not limited to:

- Having all the necessary equipment to sit an online exam (laptop, webcam, etc).
- Ensuring that you are using reliable equipment.
- Ensuring that any software updates have been installed before your exam.
- Completing the platform compatibility test on your Moodle page at least two weeks before your exam date and resolving any problems found.
- Ensuring that you have a strong, stable, and sufficiently fast internet connection.

- Ensuring that you have a mains power lead for your device and access to a mains power supply.
- Ensuring that any files you need to upload comply with the size limitation of the invigilation platform.

Files not uploaded due to being too large, due to poor connectivity/transfer speeds, or due to students not allowing themselves enough time to complete the upload will not be accepted.

2.2.4.1 Disconnection from the platform

To maintain the integrity of the exam students **must** remain under invigilation for the duration of their exam time.

If you are disconnected from the invigilation platform for any reason you must report it to the exams team on the Live Chat **immediately.**

If you are disconnected from the platform for longer than **10 minutes** before reporting the disconnection you may not be permitted to resume your exam and may be required to repeat.

If you have reported the issue within 10 minutes of being disconnected the exams team will attempt to assist you with reconnecting you to the platform. If the technical issue can not be resolved you will not be able to resume your exam and may be required to repeat.

In both cases, Any work that you had completed on or uploaded to the platform will be submitted for marking. Any files that were not been uploaded will not be accepted.

It is **strongly** advised that students type their answers directly into the platform. Students who handwrite or use other applications to write their answers may not notice if they become disconnected from the platform. It is the student's responsibility to monitor their connectivity to the invigilation platform.

2.2.5 Instructions to students:

- **You must maintain academic integrity throughout the exam (see the Academic Integrity section below)**

- **All work must be completed on the device / screen that is running the Invigilation platform**
  - Any work that is completed on a separate device / screen that cannot be observed by the invigilate will not be accepted.
  - If you are handwriting your answers the invigilator may ask you to show your answer to the camera during the exam. **You must respond to the Invigilator's request immediately.**

- Read the instructions to candidates on your exam paper carefully so that you are aware of:
  - The amount of time you have to complete your exam.
  - How many questions you are expected to answer.
  - If there are any compulsory questions that you must answer.

- Do not answer more questions than you are instructed to answer. You will not receive extra marks for answering additional questions.

- If you are disconnected from the invigilation platform at any point during the exam and cannot reconnect you must contact the Exams team through the Live Chat **immediately**.
  - o You must report that you have been disconnected within 10 minutes of being disconnected. If you are disconnected from the platform for longer than 10 minutes you may not be permitted to resume your exam.

- Carefully read any communications that you receive from your Invigilator on the exam platform. They may be informing you of:
  - o Important information or corrections regarding your exam.
  - o Information about the time you have remaining to complete the exam.
  - o Warnings of academic impropriety.

- Do not end your test before you have completed all of your answers and uploaded all of your answer files. You can not return to or resume your exam after you have ended your test.

- Check that you have uploaded the correct answer files before you end your exam. You will not be able to upload additional files or make changes after you have ended your test.

- **You will not be able to return to your test once you have ended it.**

2.3 Ending your exam

- **Your exam time is displayed in the top right corner of the Invigilation Platform screen.**

- **Your exam will end when the timer shows 00:00. Any work entered into the platform or files that have been uploaded before this time will automatically be submitted for grading.**

- There is **no** extra time for uploading additional answer files. Files must be uploaded during the exam time. Files not uploaded before the end of the exam time will not be accepted.
  To upload your files to the invigilation platform:
  - o Select the question that you want to upload answers to.
    - ▪ Click on the Select File button
    - ▪ Select the answer file you want to upload. **Be sure you are attaching the correct files**
    - ▪ You can only upload one file at a time. Ensure you allow yourself enough time to upload all of your files. **Files not submitted before the end of the administration time will not be accepted.**
  - **o** You can attach up to 5 files for each question
  - o The maximum size for each file is 30 MB
  - o Compressed or Zipped files are acceptable if you have more than 5 files to upload. The overall size of the compressed file must not exceed 30 MB.
  - o It is **your** responsibility to ensure that you can submit your files.

- Any technical issues that may be preventing you from completing your upload **must** be reported to the Exams team **before** the end of the exam time. No support can be provided after the end of the administration time.
  - o Report any issues through the Live Chat function on your Moodle page.

- All files must be submitted through the invigilation platform (unless you are told to submit them elsewhere by the exams team).
    o Files sent directly to your lecturer will not be accepted.
    o Files uploaded to Moodle will not be accepted (unless you are told to do so by the Exams team).
    o Files emailed to the exams team will not be accepted (unless you are told to do so by the Exams team).

- You can Finish your test at any time by clicking the Finish Test button.
    o Ensure that you have answered all required questions to your own satisfaction before clicking Finish Test.
    o Ensure you have uploaded all of your files before clicking Finish Test.
    o Ensure you have uploaded the correct files before clicking Finish Test.
    o **You will not be able to resume your test after you have clicked Finish Test.**
    o **You will not be able to submit any additional files or make any corrections to submitted files after you have clicked Finish Test**.

- When your test timer reaches 00:00 your test will automatically end. Any files uploaded before the timer reaches 00:00 will be automatically submitted. **Any files not uploaded at this time will not be accepted.**

3. Academic Integrity and Penalties

The college takes the integrity of its assessments and awards extremely seriously. All students are expected to respect and maintain the integrity of all exams and assessments. If you do not follow the rules and regulations for the exam or undermine the integrity of the exam in any way you will be reported to the Academic Impropriety Committee for investigation. If you are found to have been in breach of regulations the committee may impose any of, but not limited to, the following penalties:

- A grade penalty may be imposed
- Your work may be deemed inadmissible
    o You will be required to repeat the assessment.
        ▪ You will not be permitted to proceed to the next stage of your programme until you have repeated and passed the required repeat.
        ▪ Postgraduate students will not be able to process to dissertation until they have completed and passed the repeat exam..
    o The overall module will be capped at a maximum grade of 40%.
    o If at award stage your overall award may be capped at a Pass award.
- You may be required to sit the repeat assessment in person on the DBS campus.
- You may be required to sit any future assessments in person on the DBS campus
- The finding of Academic Impropriety may be recorded on your final transcript of results.

In the most serious of cases:

- Your overall award may be capped at a Pass award
- You may be suspended from the College for a semester
- You may be permanently expelled from the College

Further details of details on the College's Academic Integrity policy can be found in the College's Quality Assurance Handbook (QAH 3.3

4. Academic Impropriety

The following are examples of academic impropriety but are not exhaustive. Regulations are in place to protect the integrity of the assessment. Students are expected to follow this regulation and also to conduct themselves "in the spirit" of the regulation to maintain the integrity of the assessment. Actions that bring the integrity of the assessment into doubt will be investigated for Academic Impropriety.

4.1 Examples of Academic Impropriety

4.1.1 Cheating

Cheating refers to the act of dishonestly gaining an unfair advantage or violating established rules or agreements to gain an undeserved benefit.

- Exams are timed assessments. All work must be original and completed within the authorised time.

  - Your exam answer **must be original** and written entirely within the exam time. Work prepared before the exam cannot be submitted as all or part of an exam answer.
    - In an open-book exam you can **refer** to your notes to remind yourself of what you want to include, but you cannot directly copy, duplicate, or transpose this work into your answer.

- The use of Generative AI during an exam is strictly forbidden (unless **explicitly** required as part of the assessment).
  - Any Generative AI websites, software, applications, or plug-ins must be closed or disabled before you access the exam and remain closed or disabled for the entirety of an exam. Having any generative AI software open during an exam, even if it is not being used, will be reported for Academic Impropriety.

- The use of paraphrasing tools is forbidden during exams.
  - All work must be written in your own words.

4.1.2 Plagiarism

The act of using someone else's work or ideas without giving them proper credit or attempting to pass them off as your own.

- All work must be original and your own

- You must reference sources whenever you use another person's information, ideas, or data, whether it is a direct quote, paraphrased, or a summary.
  - Referencing in an online exam does not need to be as formal as referencing in an assignment. However, it should provide enough detail to indicate the material was not originally your own, and where it was derived from. e.g.
    - In-text - direct quote (or replicated image) - (NAME, year, page)
    - In-text - paraphrased - (NAME, year, [page if available])

- o **A reference list is not required in an exam**
  - o Contact the library for more information on referencing during an online open book exam on this link https://libguides.dbs.ie/skills/referencing

- The submission of all or part of another student's work is plagiarism.

4.1.3 Self-Plagiarism

The act of presenting one's own previously submitted work or ideas as new or original in a different context.

- All exam answers must be original to the exam and written within the authorised exam time.
  - o Submitting work prepared outside of the exam time is not allowed. This includes your own revision notes.
  - o Submitting work from a previously submitted assessment, even if it is your own work, is not allowed.
  - o Copying, transposing, or duplicating from your notes, even if they are your own, is not allowed.

4.1.4 Collusion

A Secret Agreement or cooperation between two or more individuals or groups with the aim of deceiving, manipulating or cheating.

- Exams are individual assessments.
  - o You must take the exam alone. No one else can be in the room with you while taking the exam.
  - o **You must not communicate with anyone other than the Exams team and your Invigilator during your exam.** This includes but is not limited to:
    - ▪ Verbally, either in person, by phone, or by messenger applications and services
    - ▪ Written, either handwritten or electronically.
      - You must not communicate with anyone by email
      - You must not communicate with anyone by messenger applications or services.

- The use of messenger services (e.g. Whatsapp, Telegram, etc) during an exam is forbidden. Messenger apps must be closed or disabled before the start of an exam and must remain closed or disabled for the entirety of the exam.

- You may only ask for assistance from the Exams team. Do not contact anyone else for assistance during your exam.

- You must not share files, answers, or other information with anyone else during an exam.
  - o If you have finished your test but share any information with someone who is still sitting their exam **you** will be reported for academic impropriety.

- The use of online cloud-based shared folders, documents, and notes files is **not** permitted.

- o Any notes that you intended to refer to must be your own. Electronic versions must be either stored locally on your computer or in your personal secure cloud account that no one else has access to.
- o Accessing a shared folder or document will be viewed as collusion and you will be referred for impropriety.

Any behavior that is viewed as suspicious or that could potentially undermine the integrity of an assessment will be investigated for Academic Impropriety. Students found to be in breach of the College's regulations and policies will be penalised accordingly. Students are expected to behave in a manner that respects and maintains the integrity of the assessment.