



## WHAT IF I HAVE ISSUES SEEING THE PAPER OR UPLOADING MY ANSWERS?

### A Helpdesk Team will be available

Students experiencing difficulties seeing the Exam Paper once the exam starts, or uploading their answers, must call the IT Helpdesk immediately, and will be forwarded to the Team on call to assist.



## WHAT IF I UPLOAD THE WRONG FILE(S)

### Be careful to ensure you upload the correct answer file(s)

Students are responsible for ensuring they upload the correct file(s) for their exam, before the end of the exam sitting. Wrong files, shortcut links, or corrupt files may not be possible to accept for grading. Mac-users should ensure they submit PC-compatible files (eg. .doc; .docx, excel). If an issue is identified after you have submitted, contact the Helpdesk immediately.



## ACADEMIC INTEGRITY: COLLUSION & PLAGIARISM

### Students are expected to maintain the Academic Integrity of the exam sitting

Urkund will be activated for exam answer submissions (students do not need to wait for the Report to generate). Any Collusion or Plagiarism identified will be escalated to the Academic Impropriety Committee with strict penalties applied.



## WHERE WILL MY EXAM BE HOSTED?

### Each Module's Moodle Page will host its own Exam Paper and Upload link

Your Moodle page for each module will have an 'Online exam' section at the top of the page. The paper will appear there about 10min before the exam is due to start.

Repeat or deferred students should contact their Programme Coordinator to confirm they have access to the right Moodle page where the exam will be hosted.



## WHAT IF JUST EVERYTHING GOES WRONG?

### We are in Extraordinary times, and will do everything we reasonably can to help get everyone through this

Where issues arise that are beyond a student's control that impact their ability to engage with their exam, or seriously impacts their performance, these can be considered by the **Appeals Committee**. Appeal Forms can be submitted to the Exams Office to raise to the Appeals Committee for consideration.

# ONLINE EXAMS FAQ

CHECK THE **EXAMS TIMETABLE** FOR YOUR SCHEDULED EXAM(S)

ICONS FROM **GRAPHICA STUDIO**