

Student Guide to Exam Procedures 2021



Exam Timetable

- All UBSS exams will be run on a special **timetable** distributed by the Office of the Dean.
- It is important that you **check** this timetable **as soon as** you receive it as your exam **MAY NOT** be in the time slot as your lecture.
- You must attend the exam for the **group you belong to (according to MyGCA)** for large subjects.
- *You should also keep checking your myGCA account and email for possible changes to the exam timetable.*
- There is no reading time for your exam.

It is your responsibility to be on time for the exam.

**CHECK
MYGCA
FOR EXAM
INFO**

Your Responsibilities

- Be online **10 minutes** before the start of your exam.
- Observe and follow the school's exam protocols.
- Do not use your mobile phone or any other devices during the exam – please refer to the [Examinations policy](#) for further
- Answer or attempt all questions to the best of your ability.



THINGS
YOU
SHOULD
KNOW

Permitted Student Materials



LAPTOP OR PC



MOODLE ACCESS



NON-PROGRAMMABLE
CALCULATOR

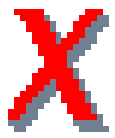


**YOU CAN
BRING
THIS WITH
YOU**

Prohibited Items



MOBILE PHONES



NOTES (UNLESS IT IS A RESTRICTED OR OPEN BOOK EXAM)



GAMES & OTHER ELECTRONIC/ DIGITAL DEVICES

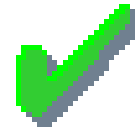


**YOU
CANNOT
HAVE ANY
OF THESE
ITEMS
WITH
YOU!**

Before the exam starts...

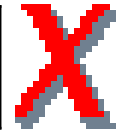
Carefully complete this section at the top of your answer sheet. Start from left to right, don't worry if your number doesn't fill all the boxes.

1	3	3	4	6	2		
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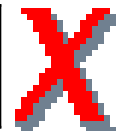


Make sure you don't leave any blank boxes in the middle or beginning of your student number.

1	3	3		4	6	2	
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	1	3	3	4	6	2	
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During the exam... “*I need help*”

An email address has been set up for students who have questions and/or need to report exam related issues. Please report technical issues **immediately** when they occur during the exam.

This email address is only active during the exam weeks.

exams@ubss.edu.au

When using this email address, please include your student number, name and subject code, and attach screenshots, where necessary. If you do not include this information in your email, your enquiry may not be resolved on time.

UBSS staff **CANNOT help you with the meaning** of a word or question.

They also **CANNOT help you answer** a question or say whether you have the right or wrong answer.



Illness

If you are sick and cannot attend an exam, you must provide a medical certificate within **five days** of the exam date **AND apply online on myGCA**. UBSS will determine if you are eligible to resit the exam at a later date.

It is advised that if you are sick, you should consult a medical professional.

Cheating/Plagiarism

UBSS requires every student to follow correct exam protocol.

All exams are processed through TURNITIN software.

Cheating/plagiarism in exams is a serious violation of UBSS conduct and will not be tolerated.

Students caught cheating/plagiarising will be formally reported to the Academic Integrity committee who will decide on the penalty for this action. Students can appeal the decision. This must be made in writing to the chair of the Academic Integrity committee of UBSS within 5 working days from receiving the AIC decision letter.



Online Exam requirements

- You must have access to a laptop or PC as you will not be able to access online exams on your mobile device.
- Please check that your WiFi/network connection is reliable.
- Microsoft Word software needs to be available on your laptop or PC.
- Please check your Moodle access **prior** to the start of your exam.

It is your responsibility to log into Moodle 10 minutes before the start of the exam.

Downloading the Exam

- The exam download link will be available only at the start time of your exam.
- **Download** and **SAVE** the exam paper onto your laptop or PC
- You must save the file in the format:
Student ID number_firstname_lastname_subject code
e.g. 123456_John_Smith_BBM351
- Make sure your exam has been saved as a **Word** file.
- Next, re-open the file in your word processing software.
- Check that the file is saved to your desktop before you begin your exam.
- Ensure you **save** your answers before you submit your exam file.
- If you skip the above step, your answers will NOT be saved and you may lose all of your work.

Submitting the Exam

- Make sure you submit your exam paper before the exam finish time.
- It is your responsibility to ensure that you have saved your exam and uploaded the correct file.
- UBSS is **not responsible** for any incorrect submissions or technical issues faced from the student's end.
- Uploading a **blank, wrong or corrupt file** will result in a zero score.
- Late submissions will not be accepted.
- Exams submitted via email will not be accepted.

Good Luck!

