

General

All final exams at UTS College will be offered On Campus.

You'll do your exam on your computer, but the exam will be conducted in a classroom on campus

The final exam timetable is released via email in Week 7 and will be available on CANVAS under your Final Exam tab.

The final exam period will take place between Monday and Friday in week 12.

It is strongly encouraged that you read the FAQs below to familiarise yourself with the exam and prepare your exams with the following actions.

| | What happens? | What you should do? |
|--------------------------|---|--|
| Week 7 | Final exam timetable is released | <ul style="list-style-type: none"> • Check your final exam timetable your student email account. • Check and prepare technology requirements for the on-campus exams • Read the Frequently Asked Questions (FAQ) to familiarise yourself with the final exam |
| Week 10 | Information about final exams for each subject is made available on Canvas | <ul style="list-style-type: none"> • Attend a Study Success Workshop • Check subject-specific information for your final exams on Canvas, including topic coverage, authorised materials or special instructions. |
| Week 11 | Practice exam and final technology checks are performed | <ul style="list-style-type: none"> • Do the practice final exams using LockDown Browser with your webcam. • Ensure you meet the technology requirements for online exams. |
| Final Exam Period | Exams take place | <ul style="list-style-type: none"> • Attend the exams according to your schedule. • Arrive at least 30 minutes before exam starts. • Make sure you have your student ID card or other valid forms of photo identification. • Ensure your laptop battery is sufficient for the entirety of each exam. |

The practice exam gives you a chance to become comfortable with the technology and how to access your exam. It will also help you to check for any technical issues you may have, giving you an opportunity to resolve them prior to the exam period. Doing the practice exam can help to make the entire process on exam day much easier for you.

Technology

The following is required to undertake your online exam:

- A laptop
- A webcam and Microphone (usually built into your laptop)
- LockDown Browser software.

If you are having financial issues you can contact the welfare Team, with each request the team will contact the student to ascertain if they are indeed suffering any financial hardship that prevents them from accessing/purchasing a suitable laptop for their studies or if they cannot afford to pay for their own internet

Please note that any other devices are not permitted during the exams. Some public and workplace computers do not allow you to install software or have firewalls which may prevent you from accessing your exam. It is your responsibility to check in advance that your exam setup is in good working order.

In the Exam Room

You may bring:

- Your student card (keep it on your desk)
- Clear Pencil cases
- Pens, pencils, erasers
- A clear water bottle

Store in your bag:

- Wallet or purse
- Mobile phone (switched off)
- Digital Watches
- Hat

Not permitted:

- Recording or scanning devices
- Earplugs and headphone

Approved Materials

If your exam allows a non-programable calculator, textbook or specify materials, it must be checked by the invigilator during the exam.

Electronic Devices

Ensure smart watches or other devices are turned off and put away for the duration of the exam. You are not permitted to wear headphones, sunglasses, or hats.

Identification

A valid photo ID, that clearly shows your photo and full name, is required to undertake the exam. UTS College student ID card, national identity card, license or passport are acceptable forms of ID.

Preparation for final exams

1a) What is needed for final exams?

To take your final exam on-campus you will need:

- your UTS College student card (or if you have not received one, other official forms of photo identification such as your passport or national identify card clearly showing your photo and full name)
- a laptop with build in webcam and microphone and fully charged
- a charger for the laptop
- [LockDown Browser](#) installed on your laptop or computer

Please note that mobile devices or Ipad are not permitted during the exams. You will need to use a laptop for the exam.

1b) What are the webcam and LockDown Browser used for?

All exams will take place in **Canvas**. You are required to use the **LockDown Browser** to take these exams. The **LockDown Browser** prevents you from printing, going to another URL, or accessing other applications during an assessment. Your webcam will take a video recording of you during the exam. For more information about **LockDown Browser**, you can watch an introduction video [here](#) or read the [Student Guide](#).

1c) What are the system requirements for LockDown Browser?

Operating Systems

- Windows: 10, 8, 7
- Mac: MacOS 10.15 to 10.12, OS X 10.11, OSX 10.10

Memory

- Windows: 75 MB permanent space on the hard drive
- Mac: 120 MB permanent space on the hard drive

CPU

- CPU usage should not exceed 80%. You can see your current CPU usage by going to your computer system's task manager. If the percentage is high, you should try to lower this by closing applications you are not using.
- Restarting your computer up to 30 minutes prior to your exam may also help to improve performance.

1d) Can the exams be done without a webcam?

No. You will need to buy or borrow a webcam to sit your final exam.

A webcam with 1280×720 resolution and a built-in microphone is recommended.

If your computer or laptop has a built-in webcam you can use this. You cannot use the camera built in to your phone.

1e) Why is a microphone required to sit the exams?

During the exam, the microphone is an important aspect of ensuring the integrity of the exam and to prevent or detect attempts at cheating. Please be reminded that you are NOT allowed to wear headphones during the exam.

1f) How can you make sure your technology is ready for the exams?

Before you sit your exam, you need to check that your computer can support the final exam. In subjects where you do not have experience with online tests or quizzes, or using LockDown Browser and webcam, a practice exam has been created to help check your setup. This practice exam is a chance for you to test and see how your exam will work and to make sure you have everything in place. The practice exam will be available in Week 11.

2) What is the dress code for final exams?

Hats, helmets, baseball caps or any other headwear are not permitted to be worn in an exam. The exception to this is a religious head covering*

If you have darker prescription or Irlen glasses, these may be mistaken for sunglasses. *Please contact the UTS College Exams team by email at exams@utscollege.edu.au or on (02) 9218 4946, so that we are aware of this, prior to your exam.

3a) How is academic integrity maintained in final exams?

While studying at UTS College, you are expected to maintain high standards of academic honesty and integrity. You will be penalised if you seek to gain an unfair advantage by copying another student's work, or in any way misleading a lecturer or tutor about your knowledge, ability or the amount of original work you have done or assist other students to do so. [UTS College Academic Integrity Policy](#) is applicable to all assessment tasks, either performed and submitted in class or in an online environment.

There are a number of integrity measures in place, including:

- Photo ID authentication by an exam supervisor before the exam begins
- The LockDown Browser, together with the video recorded by your webcam prevents access to unauthorised materials or communication with others. The webcam will capture your face and audio for the duration of the exam. This recording will be stored with information about the exam session such as log in and finishing times.
- You are not permitted to wear hats, beanies or sunglasses.
- When any unusual behaviour or issues are noticed, an incident report with details will be escalated to the UTS College Exams and Progressions Coordinator. This will then be investigated under the [UTS College Assessment Policy](#). Academic and non-academic misconducts may apply.

3b) How is your privacy information stored, who has access and how is it used?

LockDown Browser is dedicated to keeping test-taker data secure. Test-taker information is collected over a secure connection and stored for internal use only.

A photo of you is captured and stored each time you sit for the final exam. You will be recorded during your exam session. In case of suspected breaches of exam conditions, the recorded footage

of your exam session will be escalated to the UTS College Exams and Progressions Coordinator for investigation. The footage may be viewed by designated UTS College staff in suspected breaches of exam conditions.

All information and images captured will be used only for the purpose of administering and managing your exams and are only accessible by a limited number of authorised staff. For more details, please read the [UTS College Privacy Policy](#).

If you do not consent to this personal information being collected for this purpose, please contact the UTS College Exams by email exams@utscollege.edu.au before the exams. Please be aware that by not consenting, you will not be able to sit the exams and your results shall be withheld.

4a) Are there any subject-specific aspects of the exams?

Make sure you read the information on Canvas, as it will be specific to your subject's online exam, including the topic coverage, authorised materials, or special instructions.

4b) Will my teachers still mark my exam?

Yes, your exam will still be marked by your UTS College Subject Coordinators and/or Tutors during week 13.

5) What if reasonable adjustments are required?

If you are on the Education Access and Inclusion Register and have an Access and Inclusion Plan in place which includes exam adjustments, these will be applied to your online exam as well. If you wish to discuss what this will look like for remote study, feel free to contact the Study Success Advisors.

6) Who can you contact if you have additional questions?

For technical issues, including your webcam and audio setup, LockDown Browser installation or more general IT assistance, please contact ICT Service Desk by email at servicedesk@utscollege.edu.au or call them on (02) 9218 7000.

For all other enquiries, please contact the UTS College Exams by email exams@utscollege.edu.au.

On the Exam Day:

1) What will happen on the exam day?

There are 3 basic steps on exam day:

1. Arrive early – Give yourself enough time to locate your exam room and find your seat. You will be allowed into the exam room 30 minutes before the exam starts.
2. Taking the exam on Canvas with LockDown browser
3. Submitting your work

2) What does each step involve?

| | |
|---------------|---|
| Step 1 | <p>Arrive Early</p> <p>Give yourself enough time to locate your exam room and find your seat. You will be allowed into the exam room 30 minutes before the exam starts.</p> <p>Ensure that you have all the allowed materials that you will require (e.g. ID card, non-programable calculator, and allowed notes or texts, drink of water or medication required) on your desk. The exam supervisor will check these.</p> |
| Step 2 | <p>Taking the exam on Canvas</p> <ol style="list-style-type: none"> 1. Close all programs on your laptop or desktop computer. Locate the “LockDown Browser” shortcut on the desktop and double-click it. For Mac users, launch “LockDown Browser” from the Applications folder. 2. If prompted, either close a blocked program (e.g. screen capture, instant messaging) by choosing Yes. Or, close LockDown Browser and close the blocked program before restarting. 3. Log in to Canvas using your UTS email address and password. 4. Navigate to the Final Exam within your course and select ‘Take a Quiz’. 5. The startup sequence for the webcam will now begin. You will first need to review and agree to the Terms of Use. 6. A webcam check will run to confirm that your webcam and microphone are working properly. 7. You will need to present your student card <i>again</i> as part of this process. 8. If you encounter a problem, select the ‘It’s not working’ link for troubleshooting tips. 9. You will need to remain at the computer for the duration of the exam. <p>Note: once a quiz has been started with the LockDown Browser, you cannot exit until the ‘Submit Quiz’ button is clicked.)</p> |
| Step 3 | <p>Submitting your work</p> <ul style="list-style-type: none"> • Click the ‘Submit Quiz’ button. You may submit your exam at any time during your exam duration. After that, you will be logged out of the LockDown Browser. • In some exams, you may then be required to submit your workings. This is usually for questions where you need to draw diagrams, show mathematical workings or write chemical formulae. <ul style="list-style-type: none"> ○ You are strongly advised to use Adobe Scan to capture your documents, including your authorised notes, and upload them to the designated folder for submission. ○ Save your document with a file name that consists of the subject code and student number, for example EMTH001_32411111. ○ This action needs to be done within the 15-minute submission window after the exam finishes. For example, you can submit your work up until 12:45 pm if your exam finishes at 12:30 pm. ○ Failure to submit the documents on time may result in a non-submission and you will be deemed as absent from the exam. <p>You will only get ONE opportunity to submit your answer and upload your submission.</p> |

3) What does the final exam on Canvas look like?

- Navigation

Maths Readiness Test Part 1 (16 questions)

Started: 29 Apr at 12:58

Quiz instructions

□

Question 2

The graph of the equation $y = a^b$ passes through the point (2, 8).
The value of b is

$\frac{1}{3}$

$\frac{1}{2}$

4

3

Pay attention to the marks allocated to each question

2.5 pts

◀
Previous

Click the 'Previous' button to move to the previous question

Click the 'Next' button to move to the next question

Next
▶

No new data to save. Last checked at 1:504 Submit quiz

Questions

- ✓ Question 1
- ⊖ Question 2
- ⊖ Question 3
- ⊖ Question 4
- ⊖ Question 5
- ⊖ Question 6
- ⊖ Question 7
- ⊖ Question 8

You can also use the navigation panel to skip to questions. Simply click on the question number you wish to go to.

✓ - answered question
? - missed question or question still to be answered

- Exam Timer

Maths Readiness Test Part 1 (16 questions)

Started: 29 Apr at 12:58

Quiz instructions

Question 2 2.5 pts

The graph of the equation $y = x^3$ passes through the point (2, 8).
The value of y is

$\frac{1}{3}$
 $\frac{1}{4}$
 4
 3

No new data to save. Last checked at 13:04

Questions

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Question 6
- Question 7
- Question 8
- Question 9

Time running: [Hide](#)
Attempt due: 29 Apr at 13:20
16 minutes, 52 Seconds

You can find the exam due date and time here. Please keep an eye on the countdown clock here.

You will also be reminded 30 minutes prior, 5 minutes prior, 1 minute prior, and 10 seconds prior the end of the exam.

- Submission

Maths Readiness Test Part 1 (16 questions)

Started: 29 Apr at 12:58

Quiz instructions

Question 2 2.5 pts

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 3

No new data to save. Last checked at 13:04

Questions

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Question 6
- Question 7
- Question 8
- Question 9

Time running: [Hide](#)
Attempt due: 29 Apr at 13:20
16 minutes, 52 Seconds

Click 'Submit quiz' when finish the whole exam.

4) What are the on-campus final exam rules?

IMPORTANT INFORMATION REGARDING THE ON-CAMPUS EXAMINATION RULES

- You won't be admitted if you arrive more than 30 minutes late.
- You must NOT try to get any help in this examination or give help to any other student.
- You must NOT bring any unauthorised information or materials into this examination.
- You must NOT have any writing on your body or write notes on your body during the exam.
- Any items present during the exam must be available for inspection during the examination.
- Programmable calculators are not permitted, and your calculator must not have a cover, nor have anything written on it or any notes enclosed in it.
- The answers must be saved or submitted immediately after you have finished and before the due time
- Raise your hand to use the toilet — do not take any belongings with you.
- You are not permitted to wear hats, beanies, or sunglasses during the online exam.
- You cannot wear a headset or headphones at any time during the exam.
- Any student who breaks the exam rules, is found cheating, behaves in a disorderly manner, or otherwise disrupts an examination will face disciplinary action. Penalties include a zero grade for the exam and exclusion from UTS College.

5a) Will your work be saved during the exam?

Your work is automatically saved each time when you move to a new page, and when you submit your exam.

5b) What happens if you do not have enough time?

All your work that you have done will be saved and your exam will be automatically submitted once your exam time is up.

6) What happens if you are late for the exam or miss your exam session?

If you are late by up to 30 minutes for the exam, you will still have the full amount of time to take the exam. Please note that you will still need to have your photo ID authenticated by the exam supervisor and to obtain the access code to enter the Exam module.

If you are more than 30 minutes late for the exam, or miss it completely, you will not be allowed to take the exam. If you have evidence of reasonable grounds for not being able to attend your exam, you may be eligible to apply for a [Special Exam](#).

7) What if something goes wrong with my internet connection during the exam?

If you lose your internet connection, please inform your exam supervisor.

After the Exam:

What if something goes wrong during the exam that you want to report?

Please inform your exam supervisor.

What to do if you can't attend an exam?

If you can't attend your final exam due to illness, accident, or religious commitment, you may be eligible for a [Special Exam](#).