# Coversheet for school-based online non-invigilated exams

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| **Exam information** | |
| **Course code and name** | <XXXX1234>  <Name of Course> |
| **Semester** | Semester 1, 2020 |
| **Exam type** | Online, non-invigilated |
| **Exam date and time** | The assessment will be available <insert start date and time>.  The assessment is due at <insert finish date and time>.  Please note:you will not be able to access the assessment task after this time. |
| **Exam window** | *Update the statement applicable to your exam.*  You have a <48 hour> window in which you must complete your exam. You can access and submit your exam at any time within the <48 hour> window. Even though you have the entire <48 hours> to complete and submit your exam, the expectation is that it will take most students between <3–4 hours>. |
| **Weighting** | This assessment is weighted at <XX %> of your total mark for this course. |
| **Permitted materials** | This is an open book exam – all materials permitted *(delete if not applicable)* |
| **Required/recommended materials** | List any materials required for students to be successful with the exam - <calculator; bilingual dictionary; phone/camera/scanner> |
| **Instructions** | *Insert instructions for the assessment task here. For example:*   * Answer all questions **or** You need to answer 8 of the following 10 questions. * Part A is to be completed in the Blackboard test tool. Part B will be handwritten with a photo uploaded to the Assignment link *(provide details)*. |
| **Who to contact** | Should you have any issues about the assessment task, you should contact <insert relevant means of contact and details here>.  If you experience any **technical difficulties** during the assessment task, contact the [Library AskUs](https://web.library.uq.edu.au/contact-us) service for advice:  Chat: <https://support.my.uq.edu.au/app/chat/chat_launch_lib/p/45>  Phone: +61 7 3506 2615  Email: [examsupport@library.uq.edu.au](mailto:examsupport@library.uq.edu.au)  You should also ask for an email documenting the advice provided so you can provide this to the course coordinator immediately at: *initial.surname@uq.edu.au*. |
| **Important exam condition information** | The normal academic integrity rules apply to this assessment task.   * You cannot cut-and-paste material other than your own work as answers. * You are not permitted to consult any other person – whether directly, online, or through any other means – about any aspect of this assessment during the period that this assessment is available.   If it is found that you have given or sought outside assistance with this assessment then that will be deemed to be cheating and will result in disciplinary action.  By undertaking this online assessment you will be deemed to have acknowledged [UQ’s academic integrity pledge](https://itali.uq.edu.au/covid-19-teaching-guidance/assessing-online#9) to have made the following declaration:  *“I certify that my submitted answers are entirely my own work and that I have neither given nor received any unauthorised assistance on this assessment item”*. |