# Coversheet for centrally scheduled 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** | Please refer to your personalised timetable |
| **Exam duration** | *Select and update the statement applicable to your exam.*   * 24 hours * Working time (<120 minutes>) + additional online allowance: 30 minutes = TOTAL exam duration: <2 hrs 30 minutes from exam commencement time> * Working time (<120 minutes>) + additional online allowance: 30 minutes = TOTAL exam duration: <2 hrs 30 minutes within a 24 hour window> |
| **Exam window** | *Select and update the statement applicable to your exam.*   * You must commence your exam at the time listed in your personalised timetable. The exam will remain open **only** for the duration of the exam. * You have a 24 hour window in which you must complete your exam. Once you open your test you will have the duration of the exam to complete and submit/upload your response. The latest possible starting time is <exam duration> prior to the end of this 24 hours. * You have a 24 hour window in which you must complete your exam. You can access and submit your exam at any time within the 24 hour window. Even though you have the entire 24 hours to complete and submit your exam, the expectation is that it will take most students between <3–4 hours>. |
| **Reading time** | Reading time has not been formally allocated for online exams, however students are encouraged to review and plan their approach for the exam before they start. The total exam time should be sufficient to do this. |
| **Additional time** | 30 minutes additional time has been incorporated in recognition of the online environment and the different circumstances that students face in their home environments. This includes allowances for network or connection issues.  *Note: this is not applicable to 24 hour exams and should be removed from the cover page of 24 hour exams.* |
| **Weighting** | This exam is weighted at <xx %> of your total mark for this course. |
| **Permitted materials** | <This is an open book exam – all materials permitted.> |
| **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 exam 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 test tool. Part B will be handwritten with a photo uploaded to the Assignment link *(provide details).* |
| **Who to contact** | *Given students may not all undertake the online exam at the same time, or in the same time zone, and that some questions may be randomised, responding to student queries and/or relaying corrections to exam content during the exam will not be feasible.*  <In your exam, there is a free text box field. Please use this to specify any assumptions you have made in completing the exam and which questions those assumptions relate to. You may also include queries you may have made with respect to a particular question, should you have been able to ‘raise your hand’ in an examination room.  If you experience any **technical difficulties** during the exam, contact the [Library AskUs](https://web.library.uq.edu.au/contact-us) service for advice (open 7am–10pm, 7 days a week):  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** | This is an open book exam. You will have access to your own notes, course texts, and other materials.  The normal academic integrity rules apply.   * 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”*. |