Important Online Test/Examination Information

Before the Test/Examination

1. Ensure you have a stable internet connection and conducive environment to complete your online test/examination.

2. Make sure you use Google Chrome or Firefox **ONLY** to attempt your test/examination. **Do not use Safari or any other web browser.**

3. Ensure that you can login to Moodle/MyLab/WileyPlus prior to your test/examination. If you have any issues, please contact assessments@curtin.edu.sg immediately.

4. For any assessment that requires a file submission, **please ensure that you have a Microsoft (MS) Office - Ms Word and Excel installed on your laptop prior to the test/examination. Other software such as Google Docs, WPS Office etc are not allowed during the test/examination.** If you have any issues, please contact assessments@curtin.edu.sg immediately.

5. You must be present at the venue for the test/examination. The venue for each test/examination will be sent to your Curtin Student email one week before the test/examination. If you do not receive the email, please write to assessments@curtin.edu.sg immediately.

6. You must bring your Curtin Student ID for identification purposes as attendance will be taken. **Failure to be present at the venue during the test/examination will lead to a zero for the test/examination, even if you submit work for the test/examination.**

7. You are required to bring along your own laptop and charging cables. No computer will be provided. Please ensure that your laptop is fully charged as not all seats will have a charging port.

8. Please arrive **30 minutes** early at the venue before the test/examination to ensure that your laptop is able to connect to the WIFI and Moodle/MyLab/WileyPlus. A briefing for each test/examination will be conducted at the venue before the start of the test/examination. Students arriving late to the venue will not be granted additional time to complete the test/examination.
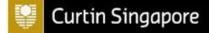
During the Test/Examination

1. No student will be admitted to the venue after first hour has passed.

2. No student will be allowed to leave the venue until the first hour of the test/examination has passed.

3. No student will be allowed to leave during the last 15 minutes of the test/examination.

4. If there is any breach of the below-mentioned test/examination conditions, this may be deemed as academic misconduct and students may face disciplinary action and receive a zero mark for the assessment. Students will also not be allowed to continue with the assessment.

    a) Student is not allowed to use any technology for communication such as WhatsApp, WeChat, Telegram, etc during the test/examination.
    b) Student is not allowed to use translation or paraphrasing tools on website, application or in-built software, to translate the questions or answers written in other languages and will complete the examination in English.
    c) Student must attempt and complete the test/examination **in English** and no other languages is allowed.
    d) All materials permitted for the test/examination must be **in English**, and no other languages are allowed.
    e) All other windows must be closed other than the test/examination page while completing the test/examination, unless otherwise stated on the materials allowed.
    f) Privacy screen on the test/examination device must be removed.
    g) Student will ensure the brightness of the device used, such as laptop, tablet etc, is well lit and set in an upright position so that it is clearly visible to the invigilator.
    h) Additional electronic devices such as iPad, Samsung Galaxy tablets and stylus pen will not be allowed.
    i) Being caught in possession of unauthorized materials will be deemed as an attempt to cheat.

5. If you have any questions, please raise your hand and our invigilator will attend to you.

6. Please refer to the table below for the instructions depending on the mode of assessment for your examination.

Test/Examination in the Quiz format	Test/Examination that requires a file submission
- Please complete the questions sequentially. This means that you cannot skip any questions and go back to complete them later so please make sure you answer each question carefully before moving on to the next question. - Your test/examination will be submitted automatically when the time is up whether you have completed it or not. Therefore, please make sure that you watch your time carefully.	- You must use Microsoft Word Program to type your answers. Please ensure that you save your Microsoft Word document file regularly during the test/examination. - In the last 10 minutes, you are advised to start finalising your answers and to upload your Microsoft Word document file on Moodle before the end time of the test/examination. - It is your responsibility to check and ensure that the Microsoft Word document file you have submitted on Moodle is correct and the status of submission should reflect "Submitted for Grading".

Test/Examination in the Quiz format	Test/Examination that requires a file submission
	• You must not edit or save your Microsoft Word document file after the end time of the test/examination. • Submission after the end time of the test/examination will lead to a zero for the test/examination.

After the Test/Examination

1. Students are responsible in ensuring that the test/examination or assessment is submitted before leaving the venue. This includes completing all steps to upload an electronically submitted assessment.

    Students are advised to retain proof of their submission. Please ensure that you save a screenshot of the page that you have completed the test/examination. The screenshot should clearly show your name, the unit name and test/examination that you are attempting for, and the date, and timestamp of completion.

2. Remain quiet and raise your hand to inform the invigilator that you have completed before you leave the venue.