General: this procedure is intended to regulate the process of online examinations in addition to the existing University procedure. Any incident of exam interference or suspicion of exam corruption will be raised with the Disciplinary committee for investigation.

**Online Exam** – An exam hosted or conducted via the internet (such as Moodle), whereby the candidate is not necessarily at a University campus exam location.

**Online Exam with supervision** – an online exam that is digitally recorded and digitally supervised by appointees from the examination unit or by the course staff.

1. **Required conditions for the examination:**
   1.1. The student must ensure they are in a quiet room with suitable exam conditions (computer and mobile phone). The student must ensure and is mandated to be in the room by themselves. The student must not have any material that would not be permissible in an exam. It is forbidden to copy, film or replicate in any way, digital or other, the online examination.
   1.2. The student must have a smart phone with “Zoom” installed.
   1.3. The student must have a personal computer connected to the course site on a secured web browser. If relevant, the computer should be on “silent” settings.
   1.4. Secured web browser: It is the responsibility of each student to install a secured browser on the computer they will use for the exam. Installation of the secured browser is mandatory and without it the student cannot be examined. A link for installing and checking the secured browser exists in the course Moodle “Instructions before examination” which is open to all students. This process can be repeated.
   1.5. Students who do not have the resources or capability to meet these requirements should contact the Dean of Students Office to arrange an examination on campus.

2. **Identification before start of examination:**
   2.1. Students taking exams will be divided into groups for Zoom, and each group will have a supervisor. Every student will be allocated a supervised group.
   2.2. The student will log into Zoom with their mobile phone at least 30 minutes before the start of the exam in order to allow verification of identification to the group.
Connection to Zoom will be carried out through the mobile phone camera and not via computer. Background images or filters are not allowed.

2.3. The student must face the camera in a manner which shows his/her face, hands, computer and workspace (see image below). It is forbidden to disable the camera during the exam. The mobile phone should be on a silent setting, charged and connected to a charger. Changes to the camera visual area as specified above must not be altered unless specifically requested by the supervisor or course staff.

2.4. Identification verification will be made with each student before the start of the exam. Each student is required to write their full name as a Zoom user as presented in their ID document. Registration to the examination will be with presentation of an ID document such as a student card, national ID card, driving license or other photo ID document. The student will show his/her face to the supervisor and present their ID document from the front facing the camera on their phone. (see image below)

2.5. Once identified the student will get a code to access the exam.

2.6. The student will confirm declaration of attendance digitally, and agree to uphold the rules of conduct for exams before the start of the online examination.

3. **Behavior during the exam:**

3.1. At the time set to start the exam, the student should access the course on Moodle. The student can access the exam using the code provided to them via Zoom by the supervisor.
3.2. Online exams with supervision will be recorded and taken under supervision by the proctors from the examination unit and course staff. The University reserves the right to record and keep photos of the examination and the candidates for the purpose of ensuring that exam rules have been kept. The recordings and photos will be destroyed at the end of the semester.

3.3. Students will not be able to leave Moodle or Zoom until they have completed the exam.

3.4. Students will not be allowed to leave the exam in the first half hour of the exam. If a student leaves after the commencement of the exam, they will be regarded as having completed the exam and it will be assessed.

3.5. Attention of the supervisors can be gained by selecting the “Raise Hand” option on Zoom (see image below). The supervising team will contact the student via the breakout room or chat option on Zoom. If the breakout room is used, it is the responsibility of the lecturer/teaching assistant to ensure that the student returns to the room after the chat. The Faculty of Health Sciences will follow the terms detailed in the general examination procedures.

3.6. Restroom breaks will only be allowed after 30 minutes from start of the exam, and up to half hour before the end. The request for this will be selecting the “Raise Hand” option on Zoom and the approval of supervisors via chat.

3.7. In any instance of communication or video stopping for longer than 10 minutes consecutively or more than 10 minutes cumulatively, or in any unusual circumstance where the lead lecturer decides that the conditions do not allow for an ethical or fair examination, the exam will end for the student/s and they will be offered another alternative date to take the exam.

3.8. It is forbidden to use any material which was not specifically permitted before the beginning of the exam; the use of additional electronic devices such as an additional computer, tablet, additional mobile phone, smart watch, headphones etc. is also forbidden.
4. **Undertaking online examination via Moodle:**

4.1. Multiple choice questions or questions which require final answer will be typed directly into the exam on the computer.

4.2. Open questions which require writing on paper - the student will finish the exam, exit the online examination and will be allocated an additional 15 minutes to scan and upload their documents to the course via the Moodle “test assignment” option which will be specially available for this.

5. **Adjustment:**

5.1. Students eligible for extra time who have been approved by the Dean of Students will automatically receive a time extension as per regular examinations.

5.2. Students eligible for special adjustments must submit their requests through the system up until 96 hours before the scheduled date of the examination.

5.3. Students who received special permission from the Dean of Students to be examined on campus in the computer rooms, must register via the system up until 96 hours before the scheduled date of the examination. Entrance to the computer rooms will be approved by presenting the personal exam list, ID and formal approval for taking exams on campus.

6. **Registration to Session B for examinations which have a session B:**

6.1. Registration to session B examinations (online or class based) will be allowed the day after session A examinations take place.

6.2. It is the responsibility of the students to register for session B examinations up until 72 hours before the scheduled date of the examination. Students who do not register will not be able to be examined in Session B.

6.3. Any student who registers for an examination but does not attend or cancel their registration up until 72 hours before the examination will have to pay a fine.

7. **Undertaking the examination:**

7.1. It is possible that different sessions of the same examination will take place under different conditions, online or on campus. There will be a unified format and level of the examinations at the different sessions wherever they take place.

7.2. Students who experience communication problems and are entitled to an additional session (according to section 3.7) will complete the next session on campus as per the format determined for all sessions (on campus or online exam).