

## Discipline of Psychological Science Online Examinations Trimester 1, 2020

Key information including the exam timetable is available here:

<https://www.acap.edu.au/current-students/managing-my-course/examinations/>

### Frequently asked (and anticipated) questions

#### 1. When is my exam?

- a. See the timetable listed here: <https://www.acap.edu.au/current-students/managing-my-course/examinations/>

#### 2. What time is my exam?

- a. As on the timetable here: <https://www.acap.edu.au/current-students/managing-my-course/examinations/>
- b. Your exam will open at 12am on the exam day and close at 11.59pm the same day.
- c. Exam times are given in Australian Eastern Standard Time (AEST) so if you live within an alternate time zone you will need to adjust accordingly.

#### 3. I cannot complete my exam on the scheduled day, or I have multiple exams on one day and will not be able to do them all. Who do I speak to?

- a. If you are registered with AccessAbility and this question refers to an issue of access, please speak to your AccessAbility contact to discuss your requirements and adjustments.
- b. There is a deferred exam process that might be applicable in this instance. You might first contact the Unit Coordinator for advice and then also follow the exam deferral application process at this link: <https://www.acap.edu.au/current-students/managing-my-course/examinations/>

#### 4. Where do I find my exam?

- a. Please go to the unit online class space on the Student Portal and click on 'Assessment Information and Submission'. Scroll down to 'Assessment #: Final Exam'. Note that the number of the assessment

will differ across units, with the number in place of the hashtag (e.g. Assessment 4: Final Exam).

- b. To access your exam, you must click 'Submit Assessment #: Final Exam'. For those of you who have completed mid-term exams, the process for your end-of-term exam is very similar.
- c. Your exam is currently hidden and will appear on your class space in the week before the exam week.
- d. If you think you should have an adjusted time due to AccessAbility arrangements, please make sure that you check this *before* starting your exam. If you think this time is incorrect, please contact your Unit Coordinator.
- e. There is a countdown timer included on the quiz directly and this is the timer that you should rely on when tracking how long you have left on your exam.

**5. How long do I have to complete my exam?**

- a. Your exam has a time limit as advised in the unit plan.
- b. The time limit for the exam is stated on the instruction page for the exam, which will appear before you begin. Please check the time limit is as you expect based on the unit plan and unit coordinator instructions before you begin.

**6. My exam was supposed to have reading time, do I still get reading time?**

- a. Exams that usually have reading time (e.g. 10 minutes of reading time before you can begin answering the questions) will have this time applied to the overall duration of the exam. For example, if you are on campus exam was scheduled as 2 hours + 10 minutes reading time, your online exam is now 2 hours and 10 minutes total duration.
- b. You may answer questions during the extra reading time or use this time to look through the exam and prepare.

**7. Can I start the exam at any time?**

- a. Yes, if you would like to do your exam at 1.00am on the exam day you absolutely can *but* remember that your exam closes at 11.59pm sharp, so if you start your exam too late you may not have the full amount of time to complete the exam.
- b. Please ensure you start your exam by 9.30pm at the latest in order to have sufficient time to complete the exam.
- c. It is also important to note that sources of assistance (e.g. Unit coordinator, IT Helpdesk) will be available for assistance within typical business hours and the early evening but may not be reachable at 2am! Please consider this when planning to undertake the exam at a specific time.

**8. If I am still completing the exam when the time runs out, what happens?**

- a. If the exam time runs out before you have completed and submitted the exam, any questions you have already answered will be automatically saved and submitted.

**9. Are there rules about taking the online exam?**

- a. Yes, the ACAP Online Examination Rules which are available here: <https://www.acap.edu.au/current-students/managing-my-course/examinations/>

**10. Is the exam open book?**

- a. Yes, in Trimester 1, 2020 end of term online exams are open book. This means, as with midterm quizzes, you can access your resources for the exam.

**11. Can I access my exam multiple times?**

- a. No, you have one attempt at your exam.
- b. You must complete your exam in one sitting. Closing the exam will *not* pause the exam and the timer will continue.
- c. If you lose your internet connection (or some other fault) you will be able to re-enter the exam, but the timer will not have paused.

**12. Can I work with others on my exam?**

- a. No, that is collusion, which is academic misconduct.
- b. The academic misconduct policy is available here: <https://www.acap.edu.au/current-students/managing-my-course/a-z-policies/>
- c. You will be asked to state at the start of your exam that you are aware of academic misconduct with respect to cheating via collusion or collaboration on the exam and are aware of academic penalty that goes with any collusion that is identified.

**13. Can I save the exam or keep any of the content?**

- a. No, retaining any exam content is expressly forbidden, and any evidence indicating that you have retained any exam content will be thoroughly investigated according to ACAP's Academic Misconduct Policy, which is available here <https://www.acap.edu.au/current-students/managing-my-course/a-z-policies/>
- b. Taking screen shots of the exam or writing down copies of exam questions is not permitted and constitutes academic misconduct.
- c. We work on an honesty policy. We are trying to do the best by you and expect, as part of the student code of conduct, that you will do right by the College as well.

**14. Will I have access to a practice exam?**

- a. Practice exams may be provided for some units. Your Unit Coordinator will provide you with more information about this.

**15. What is the structure of my exam and what content is covered?**

- a. Exam information is stated in the Unit Plan, as well as in the Exam Assessment Information document available in the Assessment section on Moodle.
- b. You will have the opportunity to pose queries about your exam directly to the Unit Coordinator, either by email or on the Discussion Board, right up to the time when you have to complete your exam.

**16. The exam seems to be displaying strangely or buttons are not working, what can I do?**

- a. Sometimes you need to clear the cache or reset the browser if the quiz becomes glitchy.
- b. Instructions on clearing the cache can be found here:  
<https://howto.navitas-professional.edu.au/index.php?lang=en&action=artikel&artlang=en&id=33>

**17. What happens if I lose internet connection or something else happens while I am completing my exam?**

- a. First, don't panic. We have procedures in place to manage any impact on your exam due to these kinds of issues. Second, always take evidence of the outage or disruption. For example, if your internet drops out or the page will not load please take a screen shot of the outage message. It is helpful to also collect evidence from your internet provider of any outage notifications.
- b. While keeping copies of the exam is expressly forbidden, you will not be penalised for taking a screenshot of the outage information or any other information necessary to get IT assistance.
- c. Please make sure you are in the best possible position to have a stable internet connection when you complete the exam. If you think this is going to be problematic for you, please contact the Unit Coordinator as soon as possible to discuss options.
- d. Unit Coordinators will be available via email on the day of your exam so please get in contact ASAP if something does happen so that you can receive appropriate advice.
- e. Contact the ACAP helpdesk via email [helpdesk@my.navitas-professional.edu.au](mailto:helpdesk@my.navitas-professional.edu.au) or phone (02) 9964 6322. The IT helpdesk email and phone will be monitored between 8am and 5pm Monday to Friday.

**18. I have more questions about my online exam, how can I get more information**

- a. Please check information here: <https://www.acap.edu.au/current-students/managing-my-course/examinations/>
- b. Please check the Unit Plan.
- c. Please check the Exam Assessment Information.

- d. If you have questions that are not answered in this FAQ or in any of the above documents, you may:
- i. Post on the discussion board for the unit
  - ii. Email your Unit Coordinator directly.
  - iii. Contact Professor Kathryn Nicholson Perry, Chair of the Discipline of Psychological Sciences at [Chair.PsychSci@acap.edu.au](mailto:Chair.PsychSci@acap.edu.au).