Online Exam Settings Checklist

Status	Action	Description
	Create a final exam folder	Within the Assessment folder, create an **'Assessment - Final Exam'** folder and ensure it is **visible to students**. If it is hidden, this will prevent students from viewing Respondus information and the practice test where relevant. Students will not be able to open the examination until the examination release conditions have been met.
	Add Respondus information link **(only when using Respondus)**	The Respondus information link below should be provided in the **Assessment - Final Exam** folder and made **visible to students.** This is for students' quick reference, which also includes a quick download link to the most recent version of Respondus. https://www.jcu.edu.au/learn/guides/respondus
	Add Respondus practice test **(only when using Respondus)**	A practice Respondus test should be made available for students at least **two weeks prior** to the exam period commencing. This should be located in the **Assessment – Final Exam** folder.
	Create the final exam	The Final exam should be located in the **Assessment – Final Exam** folder. Ensure the exam has a clear title, enabling students to easily locate it on the day of the exam. E.g. *TT5133 Formal Exam*
	Remove due date	The "Due date" field should be **blank**. If this field has a date and time populated, it will contradict the duration of the exam, so the due date needs to be removed.
	Set the final exam release conditions	Students have **30 minutes** to access and start their online exam from the exam start time (either 8:45am or 1:15pm); the release conditions set on the exam should reflect this. Ensure content is set to "Show" before saving, to ensure students can locate this exam, without being able to access the exam until the set start time.
	Ensure Anonymous Grading is **Disabled**	Ensure this feature is **disabled** for all Formal Examinations. If this is enabled, we **cannot** provide technical support/allow students back into their original attempts, as their profiles are anonymous the entire duration of the examination and post examination. Respondus video footage will not be available, which includes reviewing for Academic Misconduct.
	Select the grade category	The grade should be set to Exam (not Test).
	Set the attempts	Attempts allowed should always be set to 1
	Assessment grade setting	Uncheck the '**Assessment Grade**' check box. It often automatically defaults to being selected but must be **unselected**. If it remains selected, then grades will automatically be posted.
	Assessment results	Under '**Assessment results**' change the **'submission view'** to **Hidden from students.** If you do not adjust this setting, the default setting automatically allows students to view their submission post exam and automated question feedback.
	Access code setting	Add an "access code" if you require one. NOTE: You must provide the exams office with the access code 5 weeks prior to the exam period.

	Duration & Automatic submission settings	The **Time Limit** should be the same as the timetabled duration. Online exam durations are **inclusive** of read time as published in the timetable. **Automatic submission** should be enabled in the submission rules.
	Safe assign setting	Safe assign (labelled as "Originality Report") is an optional setting. It is an originality checking tool for LearnJCU assessment items and is beneficial on short answer/essay style questions. It is **disabled** by default.
	Add the description	The "Description" section is a free text field and will appear on the front screen of the subject site. It is not a mandatory field, however, to minimize on the day questions, it is good practice to add a reminder about the exam date and time, as students will see this in the lead up to the exam. **Refresh your browser after 1:15pm AEST on 08/05/2023 to access your exam.** **If you have technical issues during your online exam please email exams@jcu.edu.au and include your student ID, subject code, contact number and a brief overview of your issue.**
	Apply Respondus settings **(Respondus only)**	Select Respondus Lockdown or Respondus Lockdown with Monitor based on your timetable exam. In the **Advance settings**, ensure that the check box has been **unticked** so that students can not view feedback and results.
	Add Contact Details in Exam Content **(At home online only)**	Ensure you have added contact details within the exam content. Example below: **If you have technical issues during your online exam, please email exams@jcu.edu.au and include your student ID, subject code, contact number and a brief overview of your issue. Alternatively, please contact the Exams Team via 07 4781 4246.**
	Check/add AccessAbility adjustments	Accessibility time accommodations need to be applied as per the list provided by the exams team, 4 weeks prior to the exam
	Supplementary Deferred Exam	A Supplementary/Deferred Exam should also be created/uploaded at the same time as the Final Exam. Ensure the exam has a clear title, enabling students to easily locate it on the day of the exam. (E.g. *TT55133 Formal Supp/Def Exam)* and set to **hidden from students**.
	Assessment Folder Check	Review contents of **Assessment - Final Exam** folder and delete/archive any material that is **NOT** relevant to the current Exam Period.
	Publish the 2 week student instruction communication	It is a procedural requirement that "exam instructions" are made available in LearnJCU at least two weeks prior to the examination. You can do this via an *Announcement* or have the details within the *Exam Assessment Folder*.