Further readings and templates

# Chapter 8: Examinations at university

## Questions for online examinations

Taking an Online Examination? Then you need to be prepared (just as you would do before a normal examination). Here are some questions you might like to ask well before you need to do the examination.

**1. What IT do I need?**

**For further information:**

Most providers will use software that will not work with a Tablet or a phone, so you will need a PC or a Laptop.

Similarly, you will probably be asked to use Mozilla Firefox or Google Chrome. Edge, Safari and other browsers are usually not going to work

Then you will need a webcam.

You will probably get an opportunity to check your network speed and to test the system that will be used.

**2. How will I get access to my examination? Will I be emailed a link or…?**

**3. If my internet fails, what will happen?**

**4. If I do the exam in my own international location, can I change the time do to it in my local time zone?**

**5. Will someone invigilate my exam (i.e. watch me do my exam)? Will I be able to communicate with them?**

**6. Can I test the exam system to make sure everything works?**

**7. What sort of location do I need for my exam?**

8. **Can I … during the exam:**

a. use earphones?

b. use my mobile phone?

c. handwrite my answers?

d. use software on my own PC?

e. open websites and/or check email during the exam?

f. print out the exam paper?

g. write answers on my own paper notebook?

h. use a calculator?

i. go to the toilet?

**9. How should I provide any answers?**

Most of these questions will be specific to what your own institution is doing – so you need to ask, but it is highly likely that the answers to the following questions will be “no”: 8 – a, b, d and e. Other questions may be “no”, but it might depend on your institution and/or the nature of the examination.