

Online Exams - Frequently Asked Questions

How does an online examination work?

Online examinations are best sat in the student's own home, in a quiet room where people don't have access. It is required that students:

- Take the exam on a desktop computer or laptop using Chrome
- Have a working built-in or external webcam and microphone
- Internet speed must be at least 2 Mbps download and 2 Mbps upload.
Determine internet speed by running a test at:

<http://www.speedtest.net>

Who is online examinations available to?

Students who are overseas or outside of Ireland at the time of the examination.

Students need to check with lecturing staff to be sure that the module is suitable for online examination. Email confirmation from lecturing staff must be forwarded by the student to Niamh Doddy at doddy.niamh@itsligo.ie.

Who invigilates an online exam?

The company providing invigilator (proctors) services to IT Sligo is Examity

<https://examity.com/>

There is a link to a short clip to give an idea of what to expect on the day of an online exam

<https://youtu.be/98OStU71I7A>

How to get started:

1. Contact the module lecturer to be sure that the module is suitable for online examination.
2. Email onlineexams@itsligo.ie to register your interest.

All of the following details are required to upload the correct exam paper to the Moodle Online Examinations page for students to sit their exam online

- Student name and number S00
- Programme title
- Programme code
- Modules name
- Module code
- The names of your lecturing staff
- A contact phone number
- Country where exam will be sat

3. Set up a profile with Examity using the Online Exams page on Moodle.

4. Once the exam paper is uploaded to Moodle, students schedule an appointment with an invigilator (proctor).

How much does an online exam cost?

Students are required to pay a fee to Examiity for each examination, approximately €20 per exam.

Things to remember during an online exam

- All students sit the examination at the time indicated on the examinations timetable (Irish time). Students who attempt to/sit the exam outside of these times, their work will NOT be examined).
- A proctor will complete a scan of the room where the student is sitting the examination online. The webcam will be used to do this.
- Students are not allowed to leave the room or the camera focus during the exam for any reason.
- No other person is allowed to enter the room or be present during your exam. The exam may be null and void should this happen.
- Students must sit at a clean desk or table located in a room where there is no noise from inside or outside
- The following items are allowed on the desk/table only if specified that they can be used by lecturing staff:
 - Books
 - Paper
 - Pens
 - Calculators
 - Textbooks
 - Notebooks
 - Phones
- Close all programs or windows on the laptop/computer before the exam begins.
- Students cannot access any programs such as Excel, Word, Powerpoint, Skype or other communication programs or any other website unless specified on the exam paper by lecturing staff. Microsoft Word may be opened and work saved into this should students experience an autosave malfunction in Moodle during their exam.
- Dress as though in a public setting
- Use headphones, mobile phones or any listening equipment is strictly forbidden.
- Students are not allowed to use the toilet during an exam.

Who is the contact at IT Sligo regarding Online Exams.

Niamh Doddy works in the examinations office and can be contacted on onlineexams@itsligo.ie or 071-9137317

Extra time and other special allowances

Students with a disability, requiring extra time or other specific accommodations, please contact Andrea Rynn rynn.andrea@itsligo.ie