# Examination instructions and regulations 2024

Please check your timetable carefully for your exam date, time, mode and location.

You must sit all in-person examinations on campus in your assigned exam room. **Failure to sit an exam will mean that you receive a failing grade of DNS ('Did Not Sit').**

## Examination date/time

- Timetables are published in NZ time; please check your exam timetable carefully.
- Examinations are scheduled into two sessions (morning and afternoon).
- Exam start times are 9:00 am NZT and 2:00 pm NZT.
- If you have a clash, Assessment Services will contact you to reschedule one or more of your exams.

## Missed examinations

- Unfortunately, if you have missed your exam by mixing up the date, time, location, mode, or because you have arrived too late, your final grade will be recorded as DNS (Did Not Sit).
- It is not possible to sit your exam at another date, time, mode, or location. This applies to both on-campus and online exams; latecomers will not be given any extra time.

## After the examination

- You must not communicate with an examiner regarding your exam except through Assessment Services. Please note that **exam answers are not remarked**.
- Copies of your exam script for online exams will be available once grading is finalised. You can view your exam script once your final grade has been released on Student Services Online.
- If your exam was held in person and on paper, you can request a copy of your script up to three months after the end of the examination period.
- Exam scripts are destroyed four months after the final exam date.

## Academic integrity

- The University of Auckland expects all students to complete their exams with integrity and honesty and will not tolerate cheating or assisting others to cheat. It views this as a serious academic offence where disciplinary action may be taken.
- The work you submit must be your own and not part of a collaboration with a group, third party (including generative AI), or other individuals.
- You must not seek out any unauthorised help of any form, including the use of a tutorial service, translation service/tool, or question/answer service; whether online, in person, or through a friend or family member.
- Where work from other sources is referred to (including lectures, tutorials and course material), it must be appropriately acknowledged and referenced.
- The exam content and/or your answers must not be shared or discussed with anyone else in any form during the exam period, including on Canvas, Piazza, Chegg, Facebook, X (formally Twitter), Instagram, or any other platform or messaging service.
- The book designation of your exam (e.g. Restricted Book) must be adhered to in all exam settings, including non-invigilated, online exams.

## Results

- Results will be available on Student Services Online (SSO) from 10 to 20 days after the end of the examination period. You will be able to print your results from SSO.
- Applications for recounts must be made no later than seven weeks after the end of the relevant examination period. Application fees apply. Please note: exam answers are not remarked.

## Unexpected illness or personal misfortune

- If circumstances outside your control have prevented you from sitting your exam or have seriously impaired your preparation and/or performance in an exam, you may be able to apply for aegrotat or compassionate consideration.
- You must sit your exams if at all possible.
- Your circumstances must be temporary, unforeseen, exceptional and beyond your control.
- You must submit your application with appropriate evidence no later than seven days (inclusive) of the exam date or, if applying for multiple exams, no later than seven days (inclusive) of your last exam.
- Your work must be above the minimum pass standard (usually a C- or better) in all coursework, including tests.
- Application fees apply; for more information, please visit here.

# Examination modes

There are four different exam modes, and you must sit your exam in the correct mode per your timetable.

- Exam mode A - Remote online non-invigilated exam on Inspera
- Exam mode B - Remote online invigilation through Inspera Integrity Browser (IIB)
- Exam mode C - In-person invigilated exam on paper
- Exam mode D - In-person invigilated exam on computer through Inspera Integrity Browser (IIB)

# Remote online examinations

## Exam mode A - Remote online non-invigilated exam on Inspera

- For exams being sat under Exam mode A, you can sit your exam at home or in any suitable space of your choosing.
- Ensure you have a quiet space appropriately set up with a good internet connection. If you don't have a suitable space off campus to sit your exam, some study spaces will be available on campus.
- Connect your computer or laptop to your usual Wi-Fi network. If you are on campus and using your own device or a loan laptop, ensure you connect to 'UoA-WIFI' as any other connection will automatically time out.
- It is your responsibility to ensure you manage your time during the exam and submit your exam on time.
- Exams will be held on Inspera and can be accessed directly through a link in Canvas. Please confirm with your lecturer before the exam period if you need clarification. Alternatively, you can access your exam through the Inspera website by logging in using your University username and password.
- Your exam will be available to complete at the scheduled date and time as per the exam timetable.
- As part of your exam preparation, we recommend you complete a demo assessment on Inspera. You can access demo assessments anytime before you exams by logging into https://auckland.inspera.com using your University sign-in details and selecting the 'Demo tests' tab.
- An alert announcement will be made on Inspera for any corrections. A further announcement may be made on Canvas with more information regarding the correction. Please ensure your notifications are turned on during this period.

For more details, please review the FAQ page for exam mode A.

## Exam mode B - Remote online invigilation through Inspera Integrity Browser (IIB)

- For exams being sat under Exam mode B, you can sit your exam at home or in any suitable space of your choosing.
- Ensure you have a quiet space appropriately set up with a good internet connection. If you don't have a suitable space off campus to sit your exam, some study spaces will be available on campus.
- Connect your computer or laptop to your usual Wi-Fi network. If you are on campus and using your own device or a loan laptop, ensure you connect to 'UoA-WIFI' as any other connection will automatically time out.
- It is your responsibility to ensure you manage your time during the exam and submit your exam on time.
- Your exam will be invigilated via Inspera Integrity Browser (IIB). You need to download IIB software to sit your mode B exam, and it's important that you check that you have a working device, microphone and webcam ahead of exam day.
- As part of your exam preparation, we strongly recommend that you complete practice IIB exams on the laptop or computer you will be using to sit your exam and in the location where you intend to sit your final exam. After downloading the required software, you can access your practice exams through the Inspera Integrity Browser. Just like on exam day, practice exams available to you will show on your dashboard in Inspera Integrity Browser. Multiple practice exams are available to you ahead of your exams, allowing you to have multiple attempts. You will need a PIN code to access practice exams, just like your final exam.

**Additional academic integrity instructions for mode B exams:**

- To comply with the necessary invigilation measures, you must remain in full view of the webcam throughout the exam, and you are not permitted to use additional devices or monitors.
- All work, including accessing notes or source material (in open-book and restricted-book exams), must be done on the device you use to take the exam. Except for file-upload questions, when a phone or tablet may be used to take a photo and upload your handwritten answers.
- You must not take screenshots, or photos, or copy and paste exam content (such as questions, case studies, and images/graphs) for use during or after the exam. The exam will be made available for review once your results are published.

For more details, please review the FAQ page for exam mode B.


# In-person invigilated examinations

## Exam mode C - In-person invigilated exam on paper

## Exam mode D - In-person invigilated exam on computer through Inspera Integrity Browser (IIB)

### Finding your examination room

- Your exam room will be available on your exam timetable in SSO the evening before your exam; you must sit your in-person exam in the assigned exam room.
- You will also receive a text message with your exam room the afternoon before your exam if you have listed your mobile number. Please check that you have your mobile number listed under "mobile" here. If your number is not listed under "mobile," you will not receive this text message.
- Make sure you allow plenty of time to arrive on campus before your exam, allowing for any traffic, public transport delays or cancellations. You should aim to be ready at your exam room at least 30 minutes before your exam start time.
- If you are unfamiliar with your exam room, check where it is located the night before exam day here.

## Identification checks

- You must have a valid University ID card which should be shown on entry to your exam room; your ID card must also be on your desk throughout the exam.
- If you do not have your ID card, you will not be prevented from sitting your examination. After the exam, you will undergo an ID check at the Exams Centre and be charged an administrative fee of $25.
- If this fee is not paid at the time of issue, then an additional $25 charge may apply, and a Negative Service Indicator will be added to your account, which will restrict your access to the University's services (e.g., to the library).

For more details, please review the FAQ pages for mode C and mode D exams.

## Materials in examination rooms

For in-person and on-paper exams, remember to bring a blue or black pen (plus a spare), pencil, clear water bottle, and other stationery you require specific to your subject.

The following materials are **not permitted** in the exam room unless specified:

- Books, other written/printed material, blank paper, or digital materials and resources (unless the examination is Open Book). Graph paper will be provided if required for an examination.
- Electronic or printed dictionaries (unless they are for an Open Book exam or are to be used in the context of the examination, e.g., a language examination as required by the examiner).
- Students are not permitted to have in their possession in the exam room any other electronic device and/or mobile technology or watches of any kind, unless specified by the examiner.
- Medically prescribed devices are permitted but must not emit sound.
- Please do not bring any valuables with you to your exam. The University cannot guarantee the safekeeping of students' possessions. Please make alternative arrangements for valuables or leave them at home.

The following materials are **not permitted** at your desk:

- **Electronic devices and/or mobile technology or watches of any kind (even analogue) found at your desk or in your possession will be removed. A fine of $100 will apply.**
- Only implements required for the examination are permitted to be on the student's desk in a clear case or clear bag. All other cases and containers, including glasses cases, must be left in such part of the room as the supervisor directs.

**Any device that emits an audible sound in the exam room will be removed and will incur a fine of $150. If this fine is not paid at the time of issue, then an additional $25 charge may apply, and a Negative Service Indicator will be added to your account, which will restrict your access to University Services.**

## Examinations with books and calculators

Your timetable indicates if any books and calculators are allowed in your exam, as prescribed by the examiner. They are displayed as codes which are detailed at the end of this document.

Details on some of the most commonly used book designations can be found below:

### Open Book, OB

If your exam is 'Open Book,' you can access allowable materials, including notes, websites and applications permitted by your lecturer. You may consult notes and other material as you work in the form of hard copies or found online or within an application on your computer. If you use this material in your examination answer, it must be referenced, put into your own words and/or quoted appropriately. This applies to published or unpublished work, internet sources, lecture slides, lecture notes, work you have previously submitted for marking and all other resources.

For mode D exams with the designation of 'Open Book', allowable materials must be brought to the exam as hard copies (e.g., textbooks, handwritten or printed notes, etc.). Digital material will not be accessible due to the lockdown browser function used in these exams.

It's important to note that even in 'Open Book' exams, you must not use unauthorised assistance to complete your exam. Unauthorised help encompasses, but is not limited to, actions such as seeking help from another person, friend, family member, third party (including artificial intelligence), tutorials, study-help websites, or answer services.

Failure to comply will result in an academic misconduct investigation under the Student Academic Conduct Statute.

**NOTE: No books, materials, calculators, or writing instruments can be used during reading time; doing so will be considered a breach of academic integrity.**

## Restricted Book, RB

During 'Restricted Book' exams, you are only permitted to bring in and/or access materials that have been specified by your examiner. You are not allowed to access or consult any other materials, resources, websites or applications (both hard copies and digital). You must pay close attention to the materials that have been specified by your examiner, including whether you are able to write on, highlight, draw, or comment on the specified materials.

For mode D exams with the designation of 'Restricted Book', allowable materials must be brought to the exam as hard copies (e.g., textbooks, handwritten or printed notes, etc.). Digital material will not be accessible due to the lockdown browser function used in these exams.

Failure to comply will result in the materials being confiscated during in-person exams and will result in an academic misconduct investigation under the Student Academic Conduct Statute.

If you have specific questions about what sources or material you can use in your exam, talk to your lecturer, or course director. It is important you are very clear about what sources are appropriate and how to reference these sources in your work.

**NOTE: No books, materials, calculators, or writing instruments can be used during reading time; doing so will be considered a breach of academic integrity.**

## Closed Book, CB

During 'Closed Book' exams, you are not allowed to access or consult any materials, resources, websites or applications whatsoever (both hardcopy and digital) that have not been provided by your examiner as part of the exam questions and any accompanying appendices (where applicable).

Failure to comply will result in an academic misconduct investigation under the Student Academic Conduct Statute.

**NOTE: No writing instruments can be used during reading time; doing so will be considered a breach of academic integrity.**

## During the examination

- No candidate is to disturb others in the exam room by eating, drinking or any other inappropriate behaviour, as determined by Assessment Services. Drink bottles should be clear and should be left under the desk.
- You may not communicate with another student in the examination room, nor look at another's answers.
- No books or material in an exam may be shared.
- You may not leave the room until 15 minutes after the midway point of the examination writing time and then only with the supervisor's permission and upon handing in your script or answer book(s).
- Candidates may not re-enter the examination room after they have left it unless they have been under approved supervision the whole time.
- You may not leave the examination room in the last 15 minutes; the supervisor will announce clearly the end of the examination.
- You may not continue writing after the supervisor has announced the end of the examination.

- You must hand in your script/answer book(s), together with any other paper used in the examination. Your name, subject/course number should be written on the front cover of each book and should be completed before the end of the examination.
- Separate answer sheets should be securely attached with the ties provided to any script/answer books used.
- Teleform or Scantron sheets should **not** be attached.

## Script/answer book instructions

- Marking your exam or answer book in any way is not permitted until the supervisor announces the start of writing time.
- Write legibly in ink. Where answers are illegible, they may be unmarked or partly marked.
- Do rough work on the back cover, inside front cover, or in your script book. Work not intended for marking should be crossed out.
- Do not remove any pages from any answer book.
- No script, answer book, or portion of which is taken from the examination room will be marked unless the Senate decides otherwise.

## Latest time of entry

- For in-person exams, you may not enter your examination later than halfway through.

## Book designations

**CB**  Closed Book – No books allowed.

**OB**  Open Book – Any written/printed material.

**SB**  Supplied Book – Provided by the University.

**HB**  Highlighted Book – May be marked but not written upon.

**UB**  Unmarked Book – Nothing may be marked or written on.

**RB**  Restricted Book – May be written upon.

**RB**  Restricted Book Lite – A4 sheet only, 2-sided

## Calculator designation

Check with your course coordinator if you are unsure if you have the correct calculator.

**NC**    No calculators permitted.

**CP**    Calculators are permitted.

**DC**    Departmental calculators provided.

**RC**    Restricted calculators are permitted.

**SC**    Specified calculators only are permitted.