

# Law exams



## Exam Venue procedures for students

### Exam preparation

1. The exam venue address is available in your End of Unit Assessment timetable at [StudentConnect](#). Ensure you have checked your timetable details and make your travel arrangements well in advance of the exam date.

If you're outside of the Australian Eastern Standard Time (AEST – May to September) or Australian Eastern Daylight Time (AEDT – October to April) time zones, you need to [convert](#) your exam dates and times from AEST/AEDT into your local time.

2. Ensure you know your Deakin login credentials, which is your username and password, and remember to bring your Deakin Card (student ID) or other form of photo identification (driver's licence/passport/national ID card) to your exam.
3. You should note that during the exam you will **not be** allowed to access:
  - Other electronic devices, including printers and USB devices.
  - Email, search engines, translation tools, collaboration tools, OneDrive, Google Docs, SharePoint or Cloud storage platforms.
  - Web resources **with the exception of** resources on your CloudDeakin unit site, online textbooks via the Deakin Library and any other permitted links allowed for your unit.
4. Ensure your digital documents (in PDF or Word formats only) have been stored in your CloudDeakin unit site locker. Please see instructions on [adding files in your CloudDeakin locker](#).
5. Familiarise yourself prior to your exam with the exam requirements and allowed resources which are provided at the below website, as well as the information provided in your unit site. Please refer to the [School of Law exams](#) website for further information.
6. For other general online exam rules, please see **Exam rules** on the [Supervised online exams](#) webpage.

## Commencing the exam

1. You must arrive at the exam venue at least **30 minutes** prior to the scheduled exam start time. You will **not** be allowed to start the exam if you arrive after the scheduled exam start time.
2. Report to the reception or follow any signage upon arrival. Familiarise yourself with facilities in the building, e.g., toilet, exam room, exit point etc. Follow supervisor's instructions regarding:
  - Checking on your photo ID
  - Direction to the exam room and your seat
  - Where to store your belongings
  - Any other requirements the exam venue might have
3. To optimise the limited workspace at the desk, it's recommended you should keep your hard copy reference materials under your desk when they are not in use.
4. Once seated, log into to CloudDeakin, <https://d2l.deakin.edu.au> with your Deakin login credentials. If you don't know them, you should call the IT Help Desk on 1800 463 888 asap or reset your password via your smart phone at: <https://apps.deakin.edu.au/password-reset/>. Please note that a password reset may take up to 10 minutes to take effect.
5. You are also allowed to use your smart phone to generate an MFA code to log into CloudDeakin.
6. Use the CloudDeakin menu tile at the top of the screen:



Then navigate to your unit site within CloudDeakin from the list of sites.

7. Click on **Assessment** then **Quizzes** in the unit site. You should now see your correct exam quiz link on the quiz page.
8. You should not attempt to commence the exam until the supervisor makes the exam announcement and the scheduled start time has started.

## During exam

1. Five minutes prior to the exam start time, the supervisor will make the exam announcement. Ensure you have read the exam instruction on the screen once you have clicked on the exam quiz link. You will be required to enter a password for this exam.
2. At the exam start time, the supervisor will provide you with the exam password and announce the beginning of the exam. You must enter the password into the password field, then click on **Start Quiz**.

3. Follow the supervisor's instructions to check your exam page is saving your responses correctly, as per the below screen shots. Confirm with the supervisor once you have entered the exam page and performed the save checks. If your exam is saving your responses, you may now proceed with your exam.

Page 1:

**Question 1 (1 point)** ✓ *Saved*

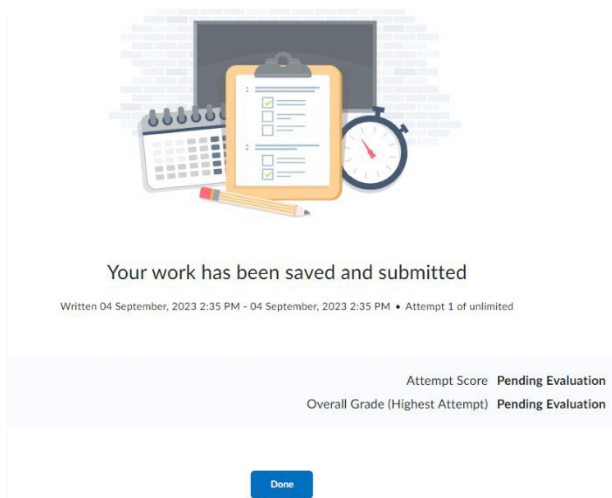


4. Note that an exam countdown timer will be visible at the top of your exam quiz page – you should monitor your time left via this timer.
5. If your exam page is not saving your responses, you will need to reload your exam page and test again. Confirm with the supervisor once you have reloaded the exam page and checked your answers are saving. You can now proceed with your exam.
6. Raise your hand to notify your supervisor if you have any questions throughout the exam.
7. Raise your hand to notify your supervisor if you require a toilet break.
8. If you have technical issues before or during the exam, you can:
  - Raise your hand to notify your supervisor about the issue.
  - If the supervisor or a technical staff person couldn't resolve the issue, call Deakin [IT Service Desk](#) - Australia 1800 463 888 | International +61 3 5227 8888 to lodge an IT Support ticket.
  - Keep the support ticket number as evidence of technical issues.
9. Ensure you follow the exam conditions during the exam. The following behaviours are regarded as a breach of exam conditions:
  - Accessing any electronic devices other than the computer used for the exam.
  - Accessing unauthorised websites or content.
  - Accessing email, search engines, translation tools, collaboration tools, OneDrive, Google Docs, SharePoint or Cloud storage platforms.
  - Printing, capturing, recording, or sharing exam content or questions. This includes accessing a printer to print out the exam questions.
  - Not working alone and/or colluding, sharing information, or communicating with someone else during the exam.
  - Leaving the exam early. If you submit your exam prior to the designated exam finish time, you must remain seated and be supervised until the designated exam finish time is reached.
10. The supervisor will give you a warning approximately 10 minutes before the designated exam finish time.

11. When the supervisor announces that the designated exam finish time is reached, you **must** submit the exam via the **Submit Quiz** button at the bottom of the exam. If you do not submit the exam by the designated exam finish time, the exam will be automatically submitted by the system.



12. When the below screen is displaying, click on the **Done** button under the supervisor's supervision.



13. If you started the exam late for any reason, you will lose some reading/writing time. You will still be required to submit the exam when the designated exam finish time is reached.
14. Ensure you log out of CloudDeakin and your profile on the computer once the supervisor announces that the exam is finished. Collect your belongings and leave the room.

## After the exam

1. If circumstances beyond your control prevented you from undertaking or completing your exam at the scheduled date/time, you may choose to apply for special consideration. For further information regarding this please visit the [Special Consideration](#) website.
2. Applications must be lodged through the Special Consideration system via StudentConnect no later than three University working days following the exam date. Relevant documentary evidence should be attached to the application.
3. If your Special Consideration application is granted, your original exam (if submitted) will not be marked, and you will be granted a special exam in the following Supplementary exam period.