

Supervised exams at UNE are held online.

If your unit has an exam this means

- you can sit the exam in your own space with no need to travel to an exam centre
- you can type your answers instead of handwriting and
- in most cases you get to choose your preferred exam start time

To access your exam, you will need a reliable internet connection, and a computer with a webcam, speakers, and microphone. Your computer may already have these, otherwise they should be obtained. You will also need a suitable space where you won't be interrupted.

A real person will supervise your exam in real time via your webcam. Your exam supervisor will be able to communicate with you by audio and web chat.

They will monitor what you are running on your computer using screen share technology.

For a smooth exam experience, it's important that you check for any technical issues before you will sit your exam online. You can do this by completing the brief 'Try-It-Out' exam.

Don't worry, there are no real questions, and no one will mark it. But it's the best way to test whether your computer and internet connection can sustain your real exam and will give you an idea of what to expect. You can access real time technical assistance during the 'Try-It-Out' exam should you find any problems.

Follow the links in the Exam Information site to set up your profile and schedule your exam session. You will log in to ProctorU at your scheduled time to start your session.

It is expected that all students will access their exams this way, so it is important that you check for any issues in the first four weeks of the trimester to give you a chance to resolve them before your 'real exams'. You should let the UNE Exams Team know immediately if you have any difficulties and we will work with you to find a resolution.

We will let you know when your exam is available to schedule by posting in your units forum site. Sessions fill up fast, so be sure to book your preferred session time asap. You will access your real exams in the same way as you did for the 'Try-It-Out' exam

Things to remember

You will need to stay in view of the webcam for the duration of your exam. This means you should put the cat out, turn the oven off and take a comfort stop before your exam

You will need to provide exam conditions in your own space.

This means you need a private space with no interruptions, and you will need to remove any materials which are not permitted for your exam. You will be asked to show your supervisor a 360-degree view of your workspace by moving your web cam around.

You will need an official photo ID card such as a licence, passport or UNE ID card. If you are using an in-built webcam, you will need a mirror or selfie mode on your phone to show the supervisor the edges of your screen.

It can take a few minutes to connect to an exam supervisor and to go through the identity check and workspace checks. Rest assured this does NOT consume your exam time

Keep calm and contact the Exams Team on (02) 6773 2145 via AskUNE if you would like more information or assistance – even if it's during your exam.