

Guide to online exams in Moodle 2022/23

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Introduction

This document provides information that relates specifically to students taking online exams using the **Moodle** platform, and it should be read in conjunction with the general information on exams found [here](#).

This document relates to those exams that are online, delivery via Moodle and if you have a mix of online and in-person exams, you should read both sets of guidance.

If, after reading this guide, you have questions about your forthcoming exams, please contact your College Tutorial Office.

Online examinations using Moodle

Examinations taken online use Moodle as the delivery platform. There is a version of Moodle for assessment which is separate to that used by departments for teaching and learning which can be found online here - <https://www.assessment.vle.cam.ac.uk/login/index.php>

This version of Moodle is used to release the question paper and allow submission and these exams are shown on the exam timetable as 'Online Assessment Test.'

The overall experience will be the same. Setup, access and communications will be the same, but there are some key differences including:

- It has its own web address so the links in the messages to access the course will be different to those received previously.
- It will look slightly different, the main change being a purple colour scheme

If you have been approved to take your exams in the **Titan Teaching Rooms**, you will be sent specific guidance on how this venue runs and what items will be permitted.

A Before the exam

A.1. Creating your exam space

You are responsible for ensuring you have an appropriate space to take the exam and alerting your College immediately of any concerns. Appropriate space may include:

- a private room that is quiet and free from interruptions.
- a desk and chair
- adequate lighting, heating and cooling
- a clock or watch, or other way to monitor your time
- details of your exam – log on instructions and your [blind grading number](#)
- stationery for notes and hand-written responses (if required)

If you live in a shared or busy household, you should inform your housemates of the dates and times of your exams. You may also wish to attach a notice to the outside of your room door reminding your housemates that you are sitting an exam.

You should consider any drinks you have in the vicinity of your workspace, especially where you are handwriting exams. Spillages that spoil completed work are not viewed as a reason for mitigation.

If you encounter difficulties in creating a suitable exam space, contact your College Tutorial office as soon as possible to discuss what support and assistance is available to you.

Taking your exam in an inappropriate space will not normally be considered reasons for mitigation, allowance or Exam Review.

A.2. Online preparation

You should prepare for taking your exam online by making sure that you are familiar with the process and the technology involved.

You will be enrolled on a new course in Moodle for each exam that you are sitting, and you will receive information from your department confirming the date, start time, and assessment window for each paper. They will also provide a link to the course in Moodle.

The course will become active **72 hours before** the assessment is scheduled to start. You should access it via the link provided by your department *before* the exam to make sure you can see the page and ensure the dates and times match your timetable.

On the day of the exam, you should log in via the link and the question paper will become visible at the start time and you can begin.

To prepare, you should visit the Online Assessments support hub [here](#). Information available includes detail on [getting your blind grading number](#), as well as a [practice for uploading scanned scripts](#) at the end of the exam.

You should:

- make sure you know your [blind grading number](#)
- check your exam timetable, including start and end times
- be clear about whether you are allowed to type your exam, or if you are expected to handwrite, scan and upload
- check (at least 24 hours before the exam) that you can navigate to and access the page in Moodle (the course will be activated 72 hours before the start time)

If your exam requires you to draw or write responses, or you choose to hand-write your response rather than type, you should ensure that you have facilities to scan and upload your responses and have viewed the online [practice for uploading scanned scripts](#).

The Moodle support Hub for students available [here](#) offers extensive guidance.

B During the exam

B.1. Exam materials

Any materials, such as data books, cover sheets etc will be made available to you online alongside the question paper.

Clear information will be provided on the front page of the question paper as part of the rubric. This includes how many questions you should answer and any restrictions on answering questions from certain sections.

If desired, you can print the question paper, but any time taken printing and retrieving the question paper comes from your allotted time.

B.2. Managing errors in the exam paper

The Examination and Assessment Committee have approved a policy on the announcement of corrections in examination for in-person and online exams. Details of that policy can be found [here](#).

The key point to note from that policy:

1. For students taking online exams, no corrections will be circulated. Students should raise concerns with their Tutor once the exam is concluded. The Tutor should then raise it with the central Exams team in the first instance.

In the unlikely event that the question paper available is incorrect, you should inform your College and MoodleHelp@uis.cam.ac.uk immediately and await further instructions.

Details on the policy on corrections can be found [here](#).

B.3. Illness

If you are well enough to take the exam, you should begin the exam and submit in the required way. If you become unwell during the exam and are unable to continue, you should submit the work you have completed so far and alert your College tutorial office **immediately**. You should also contact any medical professional (where appropriate) for medical support.

If you are not well enough to start the exam, you must inform your College Tutorial Office **immediately**. You will be marked as absent from the exam and your College will discuss what mitigations may be appropriate.

Any subsequent application for an allowance requires relevant, contemporary and specific evidence of illness. Failure to contact your Tutorial office or College nurse may result in any application for an allowance to be declined if such evidence is not available.

B.4. Timing

You are responsible for ensuring that you know the start and end times of your exam, and if you receive reasonable adjustments, what your adjusted end time is.

The 'Due Date' displayed in Moodle is the end time for students and the time that submission should be made by.

If you receive additional time as a reasonable adjustment, you should calculate your adjusted end time based on any additional time awarded. Your College tutorial office will be able to confirm your adjusted end time, if requested.

B.5. Taking the exam

Allow yourself plenty of time before the scheduled start time to prepare for the exam. It is your responsibility to ensure that you are ready and able to take the exam on the date and at the time specified.

At the start time you should access the question paper. If you start the examination late, additional time will not be awarded.

In most cases, you can choose to type or handwrite your response, however some exams may require a handwritten response. If you need to upload handwritten responses, you must ensure that you have the means to scan and upload your exam script.

Where there is a choice of whether to handwrite or type, you should consider the legibility of your handwriting to a third party (Examiners) after it has been scanned. If your script is deemed to be illegible, then you will be asked to transcribe your script which will be required to be checked by an independent third party. Any costs incurred in gaining third party checks must be met by you.

There is no barrier to you moving around during the exam. This may include using the bathroom or having a snack or meal. However, this does come out of your time and additional time will not be awarded for these activities.

B.6. Technical support and difficulties

If you are unable to download the question paper or experience other forms of technical difficulty accessing the course, contact the Moodle helpdesk at moodlehelp@uis.cam.ac.uk. The helpdesk is monitored Monday to Friday, 9am to 5pm BST, and 9am to 5pm BST on Saturdays.

If the query is urgent before 9am, please do not wait until 9am to inform the helpdesk of urgent issues but rather email them at any time so that the helpdesk will be aware when it opens.

The Moodle helpdesk will provide helpdesk support for queries about *live ongoing assessments* during exams that fall on the Saturdays and Bank Holidays during the exam period.

If you have difficulties submitting your work at the end of the exam, email your file to onlineexams@admin.cam.ac.uk. You will receive an automated response which you should consider as confirmation of receipt. Queries should not be sent to this mailbox and will not be responded to.

If your file is uploaded to Moodle and sent to the onlineexams mailbox, the file on Moodle will be the one used for marking.

Interruptions to WIFI

If you have interruptions to your internet connection whilst loading files into Moodle that take you over the time window for upload, you should:

1. Email the file to onlineexams@admin.cam.ac.uk . You will receive an automated response which you should consider as receipt of the file. This should be done to demonstrate completion within the upload period and avoid any penalties.
2. Continue to try to load the file into Moodle for the next 30 minutes, even if it goes beyond the upload period. The emailed file (from point 1 above) will demonstrate completion within or just beyond the upload period.
3. Where appropriate, take screen shots of the difficulties you are having with upload. These can be used as evidence should a case for mitigation be required.
4. Inform your College Tutorial Office of the problem that occurred and the action taken.

C After the exam

C.1. Finishing and submitting your exam script

Your department will provide instructions on how they would like you to format, name and upload your response files, but remember to use **only** your [blind grading number](#) and do not include your name or any other personal details.

Allow for the time that it will take to scan (for Moodle) and upload your files and check your response thoroughly before submitting it. Once you have submitted it you cannot resubmit it or submit any further or additional work.

Do not wait until the very end of your exam time to start submitting your response as you may go over your permitted time.

C.2. Script retention

You should retain your answer script at the end of the exam in case of query or if there are problems with the uploaded file.

If you have handwritten your answers, retain the physical copy as well as the scans you have uploaded. If you have typed your answers, save the file on your local hard drive.

C.3. Post-exam celebrations

Finishing your exams is a reason to celebrate and you should ensure that any post-exam celebrations consider those environments around you. Be aware of students still taking exams in surrounding rooms or areas who may be disrupted by noise.

C.4. Mitigation

Information on the various forms of mitigation can be found online [here](#). If you have any concerns, please contact your tutor, or tutorial office in the first instance. They have a significant amount of experience in the various routes available to support you and can help you navigate through them. Alternatively, you may wish to contact the [Student Advice Service](#) who can also advise.

C.5. Exam results

Your Class will be published to your student record and is visible to you via CamSIS self-service. Class Lists are no longer published at the Senate-House or in the *Reporter*.

Classes and marks are usually uploaded and released together, but there are some subjects where classes are uploaded first with marks following later, within 48 hours.

A list showing the expected dates of release to CamSIS can be found online [here](#) and is published in May.

D Useful links

The following table offers links to further information.

Exam timetable	All students timetable Cambridge students
Online Assessments support hub	Course: Moodle Support Hub for Online Assessments (cam.ac.uk)
Finding your blind grading number (candidate number)	Course: CamSIS for Students
Mitigation information	Mitigation Cambridge students
Exam result publication	All students timetable Cambridge students