

## **ONLINE EXAMINATIONS GUIDELINES & SYSTEM REQUIREMENTS**

### **General Information to Prepare for the Online Examination**

- ✚ A practice exam will be available on the course website three (3) days before the online exam.
  - The exam content of the practice exam is not related to the course. Its purpose is to ensure you have the proper technical requirements to take an exam online.
  - You must take the practice exam using the same computer on which you plan to take the online exam to identify and avoid any technical and connectivity issues that might arise.
  
- ✚ Unless otherwise indicated by the lecturer, all exams are closed book, therefore you should not refer to any notes or textbook.
  
- ✚ Only one browser window needs to be open, that of the exam. All other browser windows should be closed during the exam.
  - You should not open nor use any programs such as Instant Messaging, chat rooms, email, etc. nor should you be “Web Surfing” while you take the exam.
  
- ✚ The use of electronic devices such as cell-phones, PDAs, iPads, iPods, MP3 players, Android devices etc. (refer to the UTech Jamaica Student Handbook)
  
- ✚ The use of removable storage devices like CDs, DVDs, USB memory sticks, is prohibited.
  
- ✚ The use of programmable calculators, watch alarms and devices that are not operationally quiet is not permitted
  
- ✚ For monitoring purposes, the use of mobile devices is prohibited for participation in the web conference aspects of the examinations .
  
- ✚ Ensure that your physical location is well lit, adequately ventilated and noise-free.

## **Minimum Computer Specifications for Online Examinations & System Requirements**

### ***Windows***

- # 2GHz Intel Core™ Duo or faster processor, 8GB RAM
- # Windows 7, 8, 10
- # Web Browsers (versions): Chrome 36.0 and later, Firefox 31.0 and later, Edge for Win10.

### ***Macintosh***

- # 2GHz Intel Core™ Duo or faster processor, 8GB RAM
- # Mac OS X 10.8 - 10.11
- # Web Browsers (versions): Safari 8 and later, Firefox 31.0, and later

### **Internet Speeds**

- # Download/upload: minimum 1.5 Mbps, use a wired connection
- # Check Speed Test at <http://www.speedtest.net>

### **Headset**

- # Logitech H390 USB headset or Sennheiser PC230 USB headset
- # (Similar quality USB headsets available, which may be adequate)
- # We highly recommend the use of a headset with microphone. Do not use the microphone that is built into a laptop or webcam as this will amplify background noise

### **Video Camera (2 options)**

- # Adequate: Most built-in camera and basic webcams will be fine.
- # Best: Logitech 930e webcam; a little more expensive but much better video quality.

### **Audio**

- # Your instructor may initially limit your use of video and/or audio until you are better acquainted with the software. Therefore keep your mics muted until instructed.
- # You will always be able to communicate with the instructor or an invigilator using the chat window provided.

## **Fuze Meeting**

- ✚ You will need to download Fuze Webconferencing software found at the following link: <https://www.fuze.com/download>. Fuze will be used as the standard monitoring device during the exam.
- ✚ Check to see that your operating system and version of Java meet the minimum requirements specified above.
- ✚ Ensure that you have the latest version of Flash.

## **Information for Students Before the Start of the Online Examination**

- ✚ Log on at least twenty (20) minutes before the start of the exam.
- ✚ Your password will be sent to your email and via Fuze chat, fifteen (15) minutes before the start of exam

## **Information for Students During the Online Examination**

- ✚ After you have completed your online exam, you must save all answers and click "Submit".
- ✚ You must alert Lecturer/ invigilator /ODL/LTSU immediately in case of power failure, other technical problems or personal emergency.
- ✚ If you leave the examination room without permission, you will be considered to have failed the examination and a report will be submitted to the University Registrar.
- ✚ In case of genuine reason, time will be extended for particular Learner(s).
- ✚ Where it has been determined that you have intentionally unplugged the System / Peripherals / Network etc., time will not be extended and the exam will be terminated at the original time.
- ✚ Any candidate who is considered by the invigilator to be disruptive during an examination may be required to withdraw from the examination.