Examinations in 2022 will be held online, regardless of traffic light setting. Exceptions apply, particularly for courses requiring professional accreditation where a small number of examinations may be held on campus.

Please note some examinations are scheduled in the evening. Please check your timetable carefully for your exam date and time.

You must sit all examinations at the University of Auckland. 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 three sessions (morning, afternoon and evening).
- Exam start times are 9:00am NZT, 12:30pm NZT and 5:00pm NZT. Start times for quarter semester exams may differ from this.
- The Examinations Office will contact you if you have a clash or three consecutive exam and arrange for this to be rescheduled.

**Missed Examinations**

- Unfortunately, if you have missed your exam by mixing up the time or date, 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 time or day. 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 the Examinations Office. Please note that exam answers are not remarked.
- Copies of your exam script for exams held online will be made available once grading is finalised. If your exam was held on campus, you can request a copy of your exam script [here](#) for 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 exam with integrity and honesty and will not tolerate cheating, or assisting others to cheat, and views this as a serious academic offence where disciplinary action may be taken.
- The work that you submit must be entirely your own work and not part of collaboration with a group, third party or other individual.
- You must not seek out any unauthorised help of any form including the use of a tutorial, translation or 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 properly acknowledged and referenced.
- Content of the exam must not be discussed with anyone else in any form during the exam period, including on Canvas, Piazza, Chegg, Facebook, Instagram or any other platform.
- The book designation of your exam (e.g. Restricted Book) must be adhered to in all exam settings including non-invigilated, online exams.
Online Examinations

Sitting your online exam

- Ensure you have a quiet space appropriately set up with good internet connection. If you don't have a suitable space off campus to sit your exam, some 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 in Inspera and can be accessed directly through a link in Canvas. In limited circumstances, you may be advised that your exam will be in Canvas. Please be sure to confirm with your lecturer before the exam period if you are unsure.

Inspera

- You can access your exam during the timetabled exam window from Canvas. From Canvas you will launch Inspera, where you will be able to see the exam that has been assigned to you.
- Alternatively you can access your exam through the Inspera website by logging in using your University user name and password.
- Your exam will be available to complete 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 at any time by logging into inspera.auckland.ac.nz using your University sign-in details, and selecting the 'Demo tests' tab.

Canvas

- If your exam is being held on Canvas, your exam will be available during the timetabled exam window. You will access your exam just like you would an assignment.
- You may need to refresh the page at your exam start time.
- It takes a few minutes to submit your exam on Canvas so please allow at least 5 to 10 minutes for submission. You will not be able to submit your exam through the normal method after the due time has elapsed. It is your responsibility to ensure your assessment is successfully submitted on time.
- Check you have submitted the correct document.
- If you have an issue accessing Canvas during your exam, live chat is available 24/7. Canvas Support is available via the Help button within your Canvas left-hand side bar. If you are in New Zealand, you can also call the Canvas Support Hotline on 0800 005 205.
- Ask Auckland will be available throughout the exam period on 0800 61 62 63 or +64 9 373 7513.
- If any corrections need to be announced during the exam, you will be notified via Canvas Announcement. Please ensure your notifications are turned on during this period.

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.

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 after the exam date or, if applying for multiple exams, no later than seven days after your last exam.
- Your work needs to be well above the minimum pass standard (normally a C+ or better) in all coursework, including any tests.
- Application fees apply. For more information please visit here.
In-person/On-campus Examinations

Finding your Examination Room

- Your exam room will be available on your exam timetable in SSO from 5pm the evening before your exam.
- You will also receive a text message with your exam room the evening before your exam if you have listed your mobile number. Please check you have your mobile number listed under "mobile" here.
- Please ensure that you sit in the correct room for your course and your name. Remember, if you are enrolled in a “G” (General Education) course, it may be in a separate room.

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. You will undergo an ID check after the exam at the Examinations Centre and will 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 (eg to the library).

Materials in Examination Rooms

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 or other written/printed material or blank paper (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 eg 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.
- Any device that emits an audible sound will be removed and returned only after payment 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.
- 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.

Latest Time of Entry

- For on campus exams, you may not enter your examination later than halfway through.
Examinations with Books and Calculators

These may be required for your examination as prescribed by the examiner. Your timetable indicates if any books and calculators are allowed in your exam. They are displayed as codes which are detailed below. Where books are allowed, please check what is permitted by using the Examinations website:  http://www.auckland.ac.nz/uoa/cs-exam-instructions-and-regulations

Books or calculators may not be used during reading time.

Book Designations

- **CB** Closed Book – No books allowed
- **OB** Open Book – Any written/printed material
- **RB** Restricted Book – May be written upon
- **RB Lite** Restricted Book Lite – A4 sheet only, 2-sided
- **SB** Supplied Book – Provided by the University
- **HB** Highlighted Book – May be marked, but not written on
- **UB** Unmarked Book – Nothing may be marked or written on

Calculator Designations
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

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 or 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 Senate decides otherwise.

During the Examination

- No candidate is to disturb or annoy others in the examination room by eating, drinking or any other inappropriate behaviour. Drink bottles should be clear and should be left under the desk.
- You may not communicate with another student in the examination room, nor copy from 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.