

Supervising Respondus eExams in PC Labs (Live Invigilation)

The short of it...

- Students undertake their eExam on computers using their own student login details
- They log into Moodle themselves and navigate to the link for their eExam
- You enter a 'Respondus password' specific to their course during their set-up phase, so they can commence without being video recorded (do not give password to students directly)
- You must verify their identities (student id, licence, passport, etc).
- You must mark the Attendance List
- You must fill-out a Venue Report
- You must monitor students for compliance throughout session

Everything else you need to know

Respondus eExams are a relatively new innovation for Federation University. Most students will be doing their eExams on their own devices, at home – but we are providing PC Lab spaces on-campus for students that may need them.

Student PC Labs being used for Respondus eExams have to be specially configured by IT Services to have Respondus Monitor available on them. It is not possible to do a Respondus Monitor exam on every university/partner location computer.

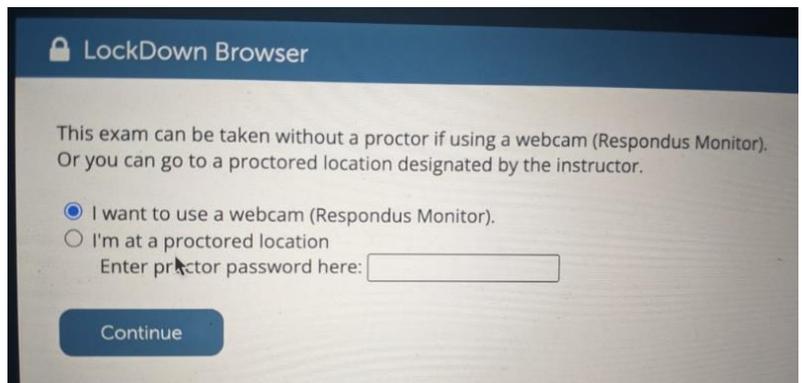
Computers in student PC Labs **may or may not** be equipped with webcams, but when we have students sitting together in an on-campus lab, **we operate the venue as though they don't have webcams.**

Students undertaking their final assessments, during an exam period, using FedUni or Partner PC Labs, are invigilated by a **live Supervisor** in place of being recorded (that's you).

In order to commence a Respondus eExam and **not activate webcam recording**, Exams Office will provide a course specific **password** to the venue Supervisor/Partner location that must be entered before Respondus will permit the student to commence.

This is the screen where you will enter the password ----->

Generally, students are given an opportunity to do a practice Respondus eExam in the month prior to the exam period, to become familiar with the process on exam day – but they **won't** have been able to practice doing it without a webcam (because no practice password to bypass the webcam is provided).



IMPORTANT

Students should be scheduled to attend an on-campus (or partner) venue at either 9:30AM or 1:00PM, but if they do not all start at exactly the same time in the one venue – that is okay.

It isn't necessary to monitor hard line "start" or "finish" times, as this is fully managed by the timer in Moodle for each student.

You also do not have to monitor reading time vs writing time – dedicated reading time doesn't really matter for eExams.

Invigilator duties for this venue

1. Turn on all computers in the venue as soon as you arrive (there is likely to be a few that won't work)
2. Greet any student that arrives for their eExam and welcome them in.
3. Advise them to take a seat of their choosing, ideally that isn't directly next to another student.
4. If the venue gets around half full, start directing them to specific seats, to lessen the opportunity for them to sit directly next to friends.
5. Remind students that they should visit the bathroom before commencing, because they should not leave their seat once they have begun (unless you have been given personal adjustment paperwork for them).
6. If there is going to be empty seats for the session (based on the booking numbers provided by Exams Office/Partner location staff), then you can also accommodate additional students who might arrive without having pre-booked a seat (but still, it's unlikely every computer in the venue will be operational).
7. Once all technical or any other issues have been sorted, and everyone has commenced their eExam - depending on how many students are in your venue, it may be appropriate to quietly read a book, magazine, or undertake another activity that will not be disruptive to students, at your discretion. Providing that active supervision is also maintained, and you are noting down anything of interest on the Venue Report for the Exams Office/Partner Location, as in regular paper-based venues.

What students should be doing

1. Visiting the bathroom before commencing – as once they commence their eExam, they should not leave their screen (unless permitted through disability adjustments).
2. Only have permitted items on their desks, chairs or person (anything else should be on the floor).
3. Students should log into Moodle as they normally would and navigate to the assessment link for their course. *Encourage them to get logged into their computer as soon as they arrive, even if early.*
4. They will then need to follow any instructions they see on their screens.

Things you should say to the students as they arrive/get ready:

"Hi, I am <<NAME>>, I'm the supervisor-in-charge for today.

Once you access the eExam in Moodle, exam conditions will be in effect.

This means you cannot talk to other students and you must follow all exam procedures and instructions.

You must only have permitted materials on your desk during your exam, as specified on your exam timetable. Mobile phones and wrist watches must be placed on the floor, under your desk.

If you need assistance during this session, please raise your hand and I will attend to you.

Lastly, I strongly recommend that you visit the bathroom before commencing today, because you should not leave your seat once you have begun.

Thank you everyone and good luck with your exam today."

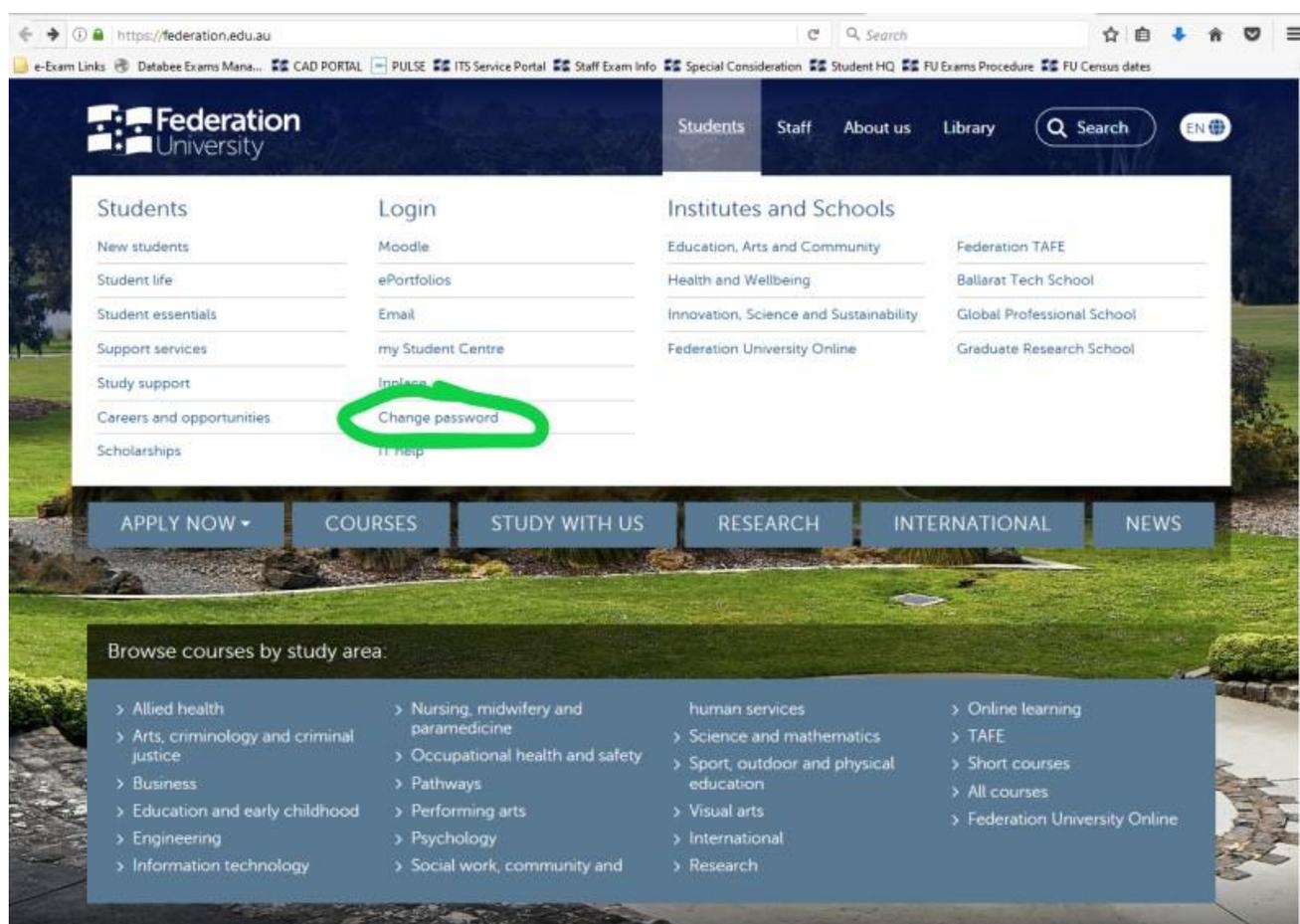
Towards the end of the session

Ensure your Venue Report is filled out, even if you feel the session was uneventful - this is our official record of how an exam session operated, in the case of any complaints, incidents or discrepancies.

Technical Troubleshooting

1. If a student is having trouble with a particular computer, first try moving them to another one.
2. If a computer restarts or turns off mid-way through exam – check if they can get back in, if they can't - they need to email/contact their Course Coordinator so they can verify the boot-out and allow them access again.
3. If a student's login isn't working, they should use their mobile phone to reset their password at <https://federation.edu.au/current-students> (down very bottom of page, menu option 'Change Password').

It is quite common for students to have password difficulties on an unfamiliar device, where their password isn't already saved. Easy to forget!



FAQ:

1. **Can a student use their own computer in a PC Lab?**
No, the on-campus wifi is unlikely to be sufficient, and students should not plug their own devices directly into network ports.
2. **Why do we not want to use webcams in PC Labs?**
Sounds and certain movements, or movement behind students during webcam recording in a PC Lab will trigger flags that will have to be reviewed by academic staff. Having an in person Supervisor greatly reduced the number of flags that will need to be reviewed for each student.