

Dear student,

End-of-semester assessments are quite different this year, with different Schools conducting assessments in the way they feel best suits their students. Schools have always had the capacity to do this, which is why in the past you may have had any combination of assessments like 3-hour exams, 1-hour exams, closed book, open book, oral exams, online exams, invigilated presentations etc. The point to note is that even though assessments may be different across courses and Schools, they are consistent within the course itself. That is, if you study a course through a partner location, your assessment in this course will be delivered in the same way as all other students taking that course, irrespective of where they are studying.

Some end-of-semester assessments are being managed within the Schools directly. For instance, all assessments for the Federation Business School are being managed by the School, and students need to contact their academic staff for this information.

Some end-of-semester assessments have been centrally timetabled. If you have received a timetable, it is important to read your timetable thoroughly, as it will tell you all the information you need to know:

- For a Moodle assessment, your timetable will tell you when the assessment opens, how long it will remain open for, and how long you have to complete it once you have commenced it.
- For an Adobe connect Classroom assessment, your timetable will advise how to obtain your individual timeslot.
- For a Zoom assessment, your course coordinator will contact you if you are required to complete this.
- For a Microsoft Teams assessment, your timetable will advise how to obtain your individual timeslot.

If you haven't received anything regarding end-of-semester assessments, check the email account that your Federation email is usually sent to, check your 'junk' email, check your [Moodle](#) shells, and then check with your academic staff as it is possible you don't have any that have been centrally timetabled.

We wish you all the best for any upcoming end-of-semester assessments you may have – read on for some handy hints and tips.

Cheers, your Student HQ

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## Timed assessment tips



### Check your timetable

Make sure you understand which assessments you have to do, when you have to do them and how long you have (if they're timed). Read the timetable and the instructions carefully!

### Find a quiet place

Set up a study zone that is free from distractions. Switch off your social media notifications and tell your family or housemates that you need some peace and quiet. Your text books, notebooks and other necessary items should all be on hand – you don't want to have to search for something mid-assessment!

### **Do a tech check**

Computers never break down ... until you really need them! Get your computer set up well before you plan to start your timed assessment, and check your wi-fi connection. Have a tech backup plan – do you have a friend with a spare computer you can call if yours freezes? Can your computer use your phone data if your home wi-fi is interrupted? Do not attempt to complete an online test using a mobile device.

### **Keep your assessment browser separate**

If you're allowed to use the internet to find information during an online assessment, make sure you do this in a new window rather than a new tab. This way you won't accidentally close your assessment window halfway through!

### **Watch the time**

If your online assessment has a time limit, set an alarm to go off 10–15 minutes before the deadline – this will give you time to ...

### **Double-check your answers before you submit**

Where you can, it's always a good idea to re-read your work before you hand it in. You might have skipped over a question, or clicked on the wrong multiple choice answer.

### **But what if something does go wrong?**

Have you heard of Murphy's law? Sometimes, despite our best intentions, unforeseen events occur. If you experience technical issues with Moodle or any other Federation applications you require during a timed assessment, you can contact the [IT Service Desk](#) by calling 1800 FED UNI (1800 333 864). If you are unable to complete an end-of-semester assessment due to circumstances beyond your control, you can apply for [special consideration](#) - take a screenshot if you are able, and include this with your application. And remember, if something does go wrong, let your partner institution know immediately!



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