

# University of Ulster

## Information for Course/Subject Directors and Invigilators supervising a candidate using a computer to complete examinations

### 1. Authorisation and Access

- 1.1. A candidate's need to use a computer in an examination will be determined during the Assessment of Needs for Candidates with Disabilities carried out by a Disability Advisor. This information will be passed to the Course/Subject Director and the Examinations Office via email.
- 1.2 The Examinations Office will book rooms and provide printers for candidates who require the use of a computer and will arrange with ICT Customer Services for computers and printers to be installed in the rooms. The printers will be supplied by the Examinations Office.
- 1.3 Candidates can access information about the date, time and venue of the examination by logging on to their personal timetable via the University Portal using their username (Banner ID) and password.

### 2. Data Storage

- 2.1 ICT Customer Services must ensure that no data other than the authorised University software is accessible on the computer. The candidate must not be able to connect to any network location, including the Internet.
- 2.2. It is the candidate's responsibility to save their work regularly (e.g. at 10 minute intervals) on the D: drive in the My Documents folder.

### 3. Candidate

- 3.1 At the end of the examination the candidate must enter the number of pages printed. If the candidate is unable to do this because of their disability the invigilator must do this on the candidate's behalf in his/her presence.
- 3.2 Candidates must ensure that their ID number, the date and time of the examination, the module/CRN code, the question number and page number are recorded on each page.

### 4. Printing

- 4.1. Candidates are required to print one copy only of their answers before they leave the examination and record on the last page the number of pages submitted.

- 4.2. In the presence of the candidate the printed pages are secured in a University of Ulster answer book. The details on the front cover are to be completed by the candidate. If the candidate is unable to do this, if for example he/she has a broken arm, the Invigilator will complete the details on the booklet in the candidate's presence.
- 4.3. When satisfied that the work has been printed successfully and the candidate has verified the work as complete, the candidate must delete the work saved in the My Documents folder and then empty the Recycle Bin. These actions must be verified by the invigilator.
- 4.4 The answer book should be lodged with the Examinations Office at the conclusion of the examination.

## **5. Technical Difficulties**

It is not the Invigilator's responsibility to deal with technical difficulties. Any problems should be reported immediately to ICT Customer Services via the ISD Servicedesk 028-903-66777.

## **6. Use of Candidate's own personal computer**

- 6.1. In very exceptional circumstances candidates will be given permission to use their own computer in an examination or class test. The Disability Adviser will make representation to the candidate's Course/Subject Director. If the request is agreed the Disability Adviser will inform the Examinations Office of the arrangements by email.
- 6.2. Permission will only be granted if there is a disability related reason e.g. when the candidate is required to access specialised software/hardware such as voice activated software.
- 6.3 The candidate must ensure that their computer is in good working order and that you do not have any access to any data stored on their personal computer and do not connect to any network locations, e.g. Internet.
- 6.4 Any unauthorised material found on the computer during the examination, or any attempt to connect to a network location, will be construed as an attempt to cheat and appropriate disciplinary action taken.