

University of Ulster

Essential Information for Candidates Using a University Computer for Examinations

1. If you have been assessed as requiring a computer for examinations, it is your responsibility to find out the date time and place of your examination by logging on to the University Portal using your log on details i.e. username (Banner ID number) and password.
2. ICT Customer Services will have checked the computer you are using to make sure it is free from viruses and in good working order.
3. The computer you use will have no data installed other than the official University software. You will not be able to connect to any network location e.g. Internet.
4. You must take responsibility to save your work continuously throughout the examination (e.g. at 10 minute intervals) and then to save and print your completed answers at the end of the examination. You must record on the last page of your answers the number of pages you have completed.
5. If you experience any technical difficulties the Invigilator will arrange for support from ICT Customer Services via the ISD ServiceDesk – 028 903 66777.
6. You must ensure that your Student ID number, the date and time of the examination, the module/CRN code, the question number and page number are recorded on each page.
7. You must print one copy only of your completed answers in the presence of the invigilator before you leave the examination.
8. You must ensure that the printed pages are then secured in the examination booklet. Your details must be entered on the front page of the booklet.

If you are unable to complete the details the invigilator will complete them in your presence.

9. When you are satisfied that your work has been printed successfully and that it meets the criteria set out in items 6 and 8 you must delete the work saved on the “My Documents” folder and then empty the “Recycle Bin”. These actions must be verified by the invigilator.

Use of own personal computer

In very exceptional circumstances you will be given permission to use your own computer in an examination or class test. The Disability Adviser will have discussed the issue with your Course/Subject Director. If the request has been agreed the Disability Adviser will inform the Examination Office of the arrangements by email.

Permission will only be granted if there is a disability related reason e.g. when you are required to access specialised software/hardware which is not available on the University computers such as voice activated software.

It is your responsibility to ensure that your computer is in good working order and that you do not have any access to data stored on your computer and do not connect to any network locations e.g. Internet.

Any unauthorised material found on the computer during the examination, or any attempt to connect to a network location, will be seen as an attempt to cheat and appropriate disciplinary action will be taken.