# Online Exams in the UWA Blackboard Learning Management System (LMS)

If you are doing an online exam, you will see one of these modes listed under the "venue" heading in your personal exam timetable on studentConnect:

- Online LMS Exam
- Online LMS MS Teams Exam

This means that if you have an online exam it will take place in Blackboard LMS, with MS Teams used for monitoring and/or invigilating some exams. Other possible exam modes are On-campus Exams and Non-examination Assessments, such as take-home assessments. More information on exam modes is available on the Before and during your exams webpage, and on exam study techniques on the Studying for exams webpage.

Below you will find advice about completing an online exam at UWA. Use the Contents below if you wish to navigate between sections.

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## General advice for all online exams

Make sure that you:

- Review exam instructions and requirements within LMS prior to your exam.

- Have suitable computing equipment, including a webcam and microphone if required. Portable devices like android tables, Chromebook and iPads are not suitable for the exams, as the information may not display properly.

- Ensure that your computer software is up-to-date, tested and ready to go, with the latest version of either Google Chrome or Mozilla Firefox installed as the web browser for your exam, popups from Blackboard enabled (see how to do this for Google Chrome or Mozilla Firefox), and Cookies for Blackboard enabled (see Blackboard Help).

- Connect your computer to a power source and/or ensure that your battery is fully charged.

- Ensure that you have a stable internet connection, using a wired internet connection if possible.

- Shut down all browsers, files and programs not required for your exam; clear your browser cache (see how to do this for Google Chrome or Mozilla Firefox); and turn off screensaver, sleep mode and standby mode if you normally use these.

- Set up for your exam in a comfortable, well-lit, quiet, private environment.

- Let your housemates know the timing of your exam if applicable, and ask them to avoid disturbing you and to minimise shared Wi-Fi and/or other internet usage during your exam if applicable.

- Have your UWA student ID, driver's licence or passport available for inspection if needed.

- Clear your work area of any items that are not allowable during your exam.

- Log into the UWA LMS at lms.uwa.edu.au/ultra well ahead of your exam time, and adjust the test window to the size that you want when you complete your exam.

Visit the Studying for exams webpage to find a printable poster of UWA online exams: set up

## Features of all UWA online exam modes

UWA online exam modes share eight features in common:

**1. LMS log in** –To access and complete your online exams, you will need to log into the UWA Blackboard LMS: lms.uwa.edu.au/ultra Prior to your exams, your Unit Coordinators will make important exam information available in the LMS and will let you know how to find this.

**2. An LMS Begin link** – As your exam time approaches, you will be able to click on the title for the exam within the LMS, and be taken to an overview page, where you will see a link to **Begin** your exam.

At exam time, when you press **Begin**, you will be taken to a page requiring the entry of a **Password** followed by clicking on **Submit** for you to enter your exam (and for the **Timer** to begin to count down).

You will be given a password to access your exam folder once the MS teams exam supervisor has confirmed your ID and is satisfied with your workspace – please follow any directions that you are given.

**3. Information at the top of your exam** – Once you **Begin** your online exam, and **Submit** a **Password**, you will see **Test Information** at the top of your exam, followed by a **Timer** and **Question Completion Status** bar. It is possible to expand or contract these fields by clicking the arrows next to these at any time during your exam.

- **Test Information** will include key instructions, as well as information on time limits, whether multiple attempts are allowed, navigation and how the timer works.

- **The Timer** will commence once you have selected **Begin** and have entered your exam password. It will count down throughout the time allotted for your exam. If you accidently close down your web browser or experience any technical issues, your timer continues to

count down. If this happens, try to reconnect as soon as possible to resume your exam. The total time you spend on the exam is recorded and available to the marker when you submit.

- **The Question Completion Status bar** indicates which questions you have answered. If your instructor has allowed you to see all of the questions at once, you can navigate between questions by clicking on the question numbers on the Question Completion Status bar.

You can find more information on **Test Information**, the **Timer** and the **Question Completion Status** bar on the Blackboard Learn website.

**4. Saving and submitting responses** – As you complete your responses to questions, press **Save Answer** or **Save All Answers**.

Remember to **Save** and **Submit** your exam when complete. Wait for the confirmation message on the next screen before exiting the exam.

**5. Range of question types** – You may experience a variety of question types in your online exams, such as calculated formula, calculated numerical, either/or, essay, file response, fill in the blank, fill in multiple blanks, hot spot, jumbled sentence, matching, multiple answer, multiple choice, opinion scale and Likert, ordering, quiz bowl, short answer and true/false.

Visit the Question Types page in LMS Help for more information. Your Unit Coordinator should be able to give you an idea of the types of questions used for your exams.

**6. Potential use of Turnitin** – The LMS enables the submission of responses via Turnitin, a text-matching software. You may, for example, be required to save responses to some questions into a file that you then submit via a Turnitin submission link. Please consult the following if you require information about using Turnitin:

- UWA Turnitin guide
- Submitting a Turnitin Assignment

**7. Potential inclusion of handwritten responses** - Some units may require you to complete some answers to questions in handwritten format.

A helpful procedure for this is below:

1. Write your answers on blank paper.
2. Scan or take photos of your responses.
3. Convert these to a single PDF document.
4. Upload this document to the submission point that you will find within the LMS exam folder.

You can use any method that you are familiar with to scan and save your answers into a PDF document. However, one method that we recommend is to use:

- **Microsoft OneDrive on your computer** – You can download this file sharing application to your computer and use it to automatically sync saved files across your devices; and

- **Microsoft Office Lens app to your smartphone** – This is a document scanning application that will stitch your photos together to save them as a PDF, with versions available for **iPhone iOS** and for **Android** phones.

We recommend that you set up your devices well ahead of your exam, and trial this process to ensure that everything works for you. Check your LMS to see whether a trial upload point has been provided. A video on set up is also available.

**8. Exam time allowances** – Normally, exams extend for no more than two hours. However, in the case of online exams that require scanning and uploading of additional documents, sometimes a buffer time is provided to scan, save and upload your responses at the conclusion of your exam. Your LMS exam instructions will indicate if this is the case.

Be aware that late submissions will not be accepted.

You will be provided with a receipt ID once your exam has been submitted to LMS. We recommend that you save this receipt.

## What to avoid during your exam

**Review the tips below to reduce the likelihood of any technical problems during your exam:**

- Do NOT resize or refresh the browser window during your exam, as you may lose data or invalidate your exam if you do so.
- Do NOT double-click on any buttons during the exam. Doing so might cause questions to be skipped or invalidate your exam.
- Do NOT use your browser's back or forward button during the exam. Doing so might invalidate your exam.
- Do NOT use the Tab key or the mouse-scroll wheel. This could cause multiple-choice answers to inadvertently change.
- Do NOT attempt to print your exam. Doing so could invalidate your exam.
- Do NOT use the Enter key outside a Text Editor box. This may cause your test to be erroneously submitted or invalidated.
- Do NOT cut-and-paste text from programs like Word that involve higher-level word processing. Doing so could transfer hidden formatting and prevent your answers from being saved properly. Either enter responses directly or use a simple text editor such as TextEdit in Mac OS or Notepad in Windows if permitted by your instructor.

# Online LMS Exam

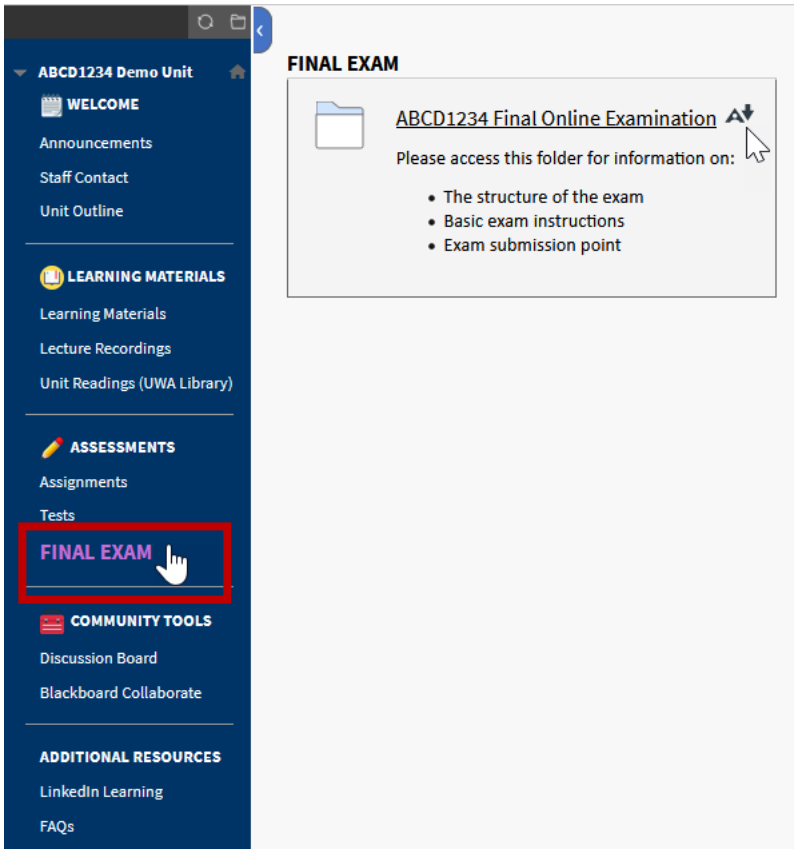
## Type 1: LMS Exam System

**Follow these 5 key steps to complete your online LMS exam**:

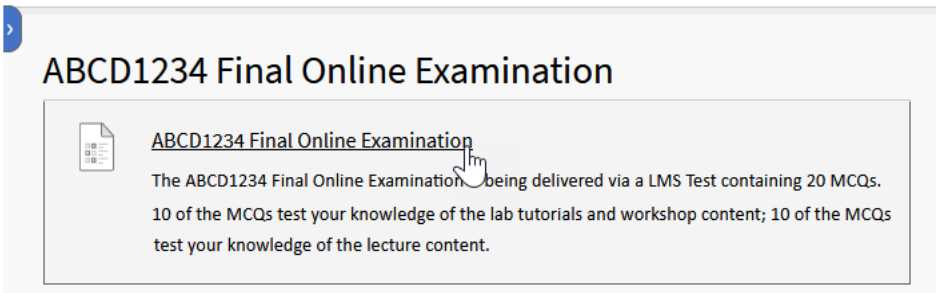
**Step 1** – Log onto the LMS and access your unit (www.lms.uwa.edu.au).

**Step 2** – Locate the exam information and select the exam title for an overview of the exam.

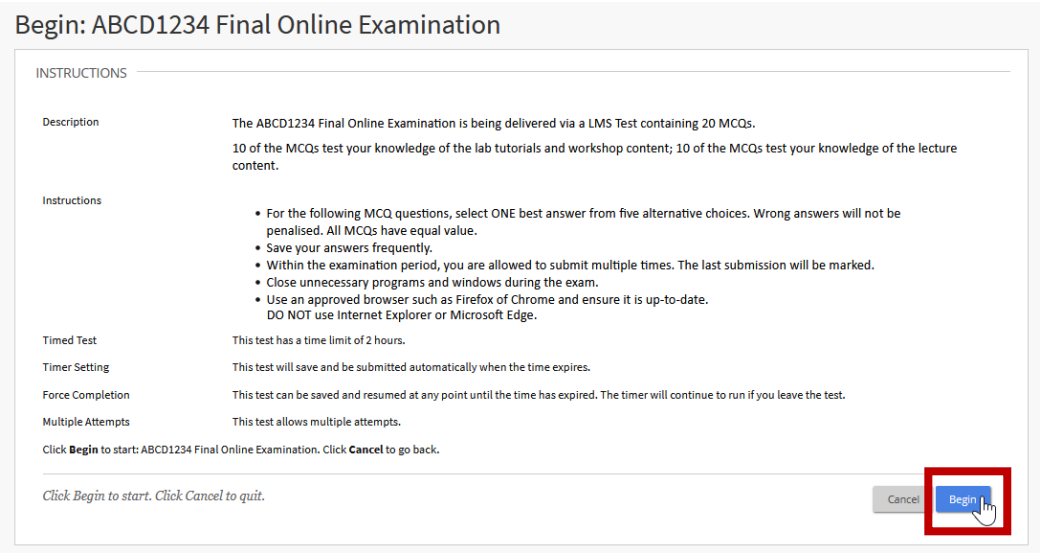
The location of exam information may vary between units. In most cases you will find this information under **Assessments** in the unit menu, in a folder labelled **Final Exam** or something similar to this.



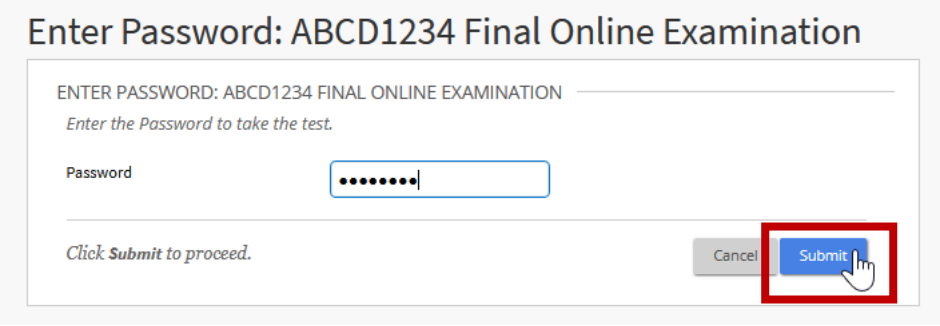

Open the exam by clicking on the title.




**Step 3** – Review the **Description**, **Instructions** and other assessment details, then select **Begin**.



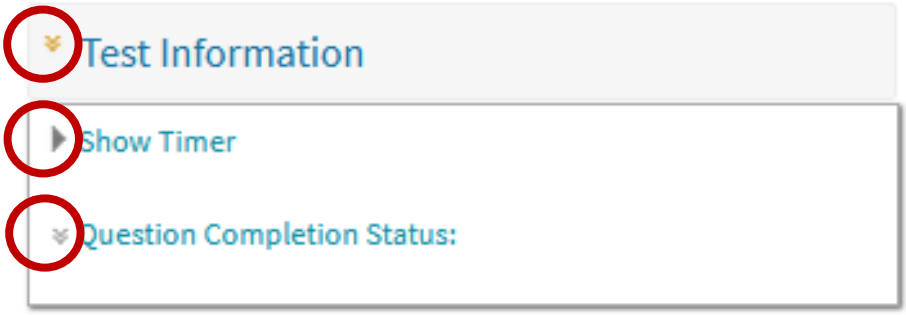

If required, enter the password that your Unit Coordinator has provided, then press **Submit**.



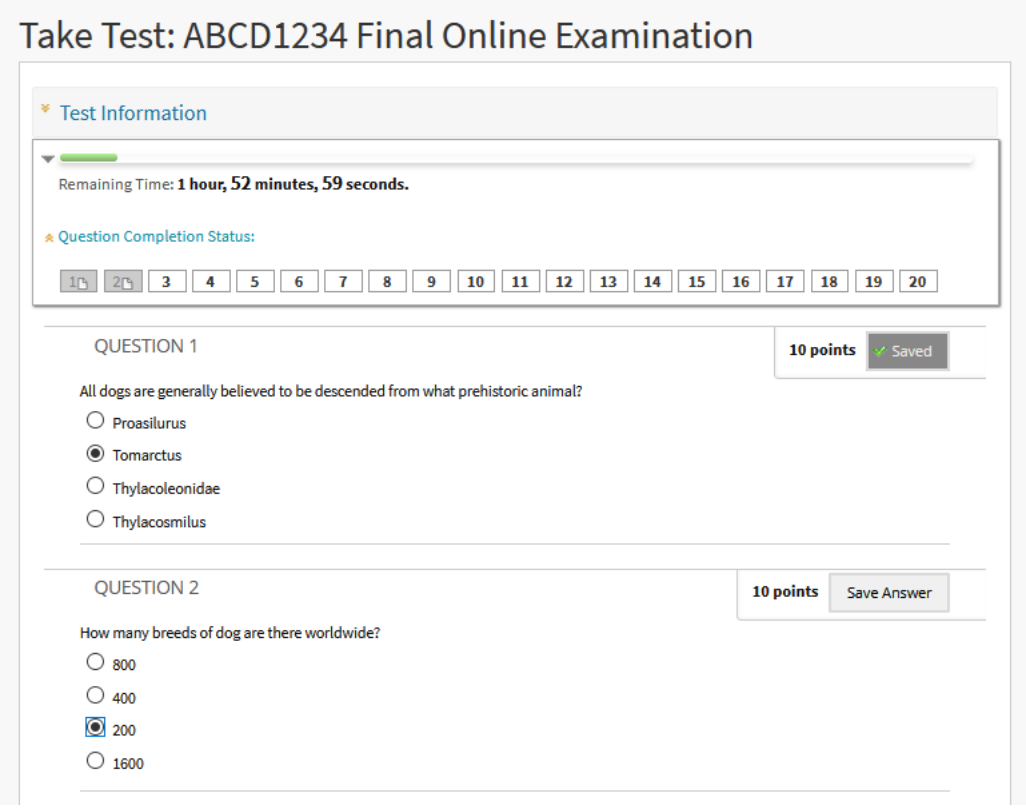

**Step 4** – Read the **Test Information**, and complete the questions, saving your answers as you go.

At the top of the exam, you will see **Test Information**, with similar information as in your earlier instructions, and **Show Timer** and **Question Completion Status** labels.

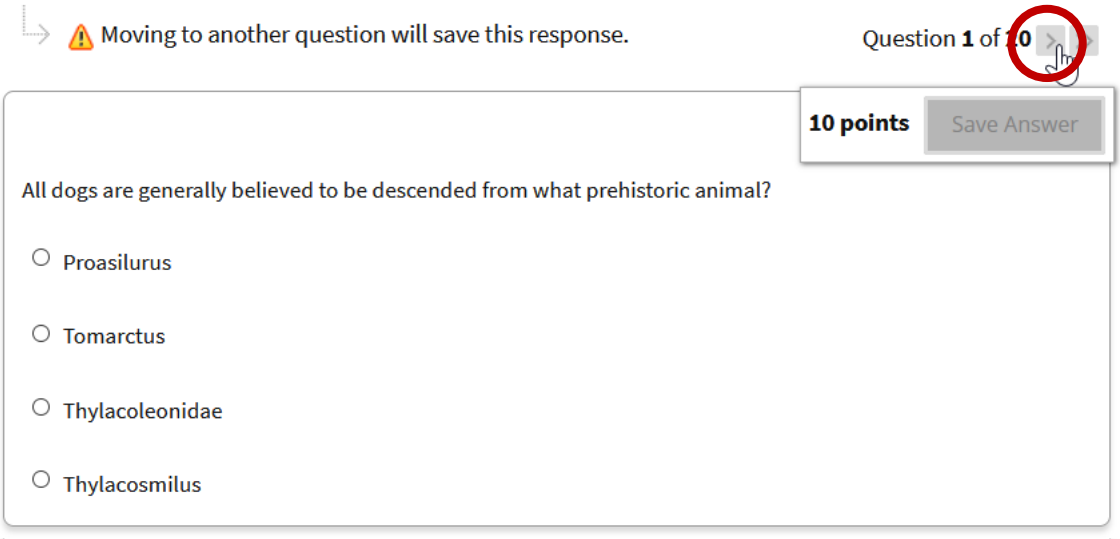
You can expand or contract any of these sections using the ▶ and ⌄ icons.




The sections that you expand can be displayed throughout your exam, which may have been set up display all LMS exam questions at once, allowing you to scroll down the screen as you work through the exam.

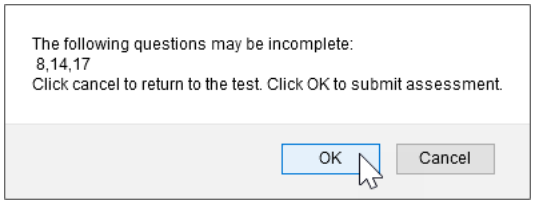



Alternatively, your exam may have been set up so that LMS exam questions are presented one at a time, with each question appearing on a fresh screen. In this case you navigate to the next question by using the > icon.

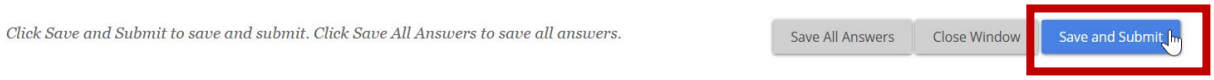



Before completing your exam attempt, check the **Question Completion Status** display. Questions that have not been attempted and/or have not been saved will appear as unshaded. You can navigate to any of the questions in your exam by clicking on the question number shown in the **Question Completion Status** bar.

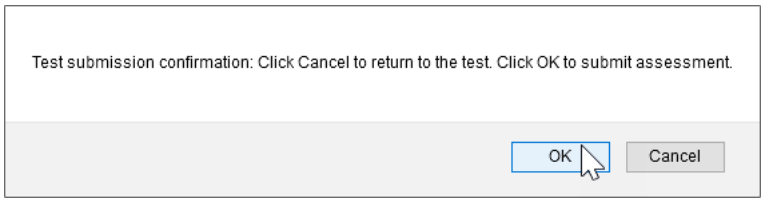
If you submit your exam without attempting and successfully saving all the questions, the system will generate a pop-up informing you of the incomplete questions, with the option of returning to your exam attempt.



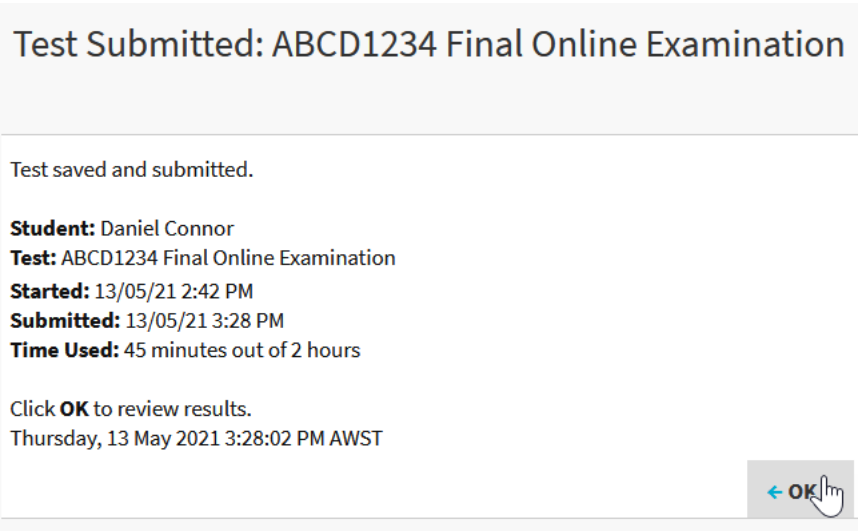

**Step 5** – When you have finished your exam responses, select **Save** and **Submit**.




Before exam session ends, the system will generate one final pop-up asking you to confirm that you want to submit. Click **OK** to submit your exam.




The system will display a confirmation screen that your exam has been successfully saved and submitted.

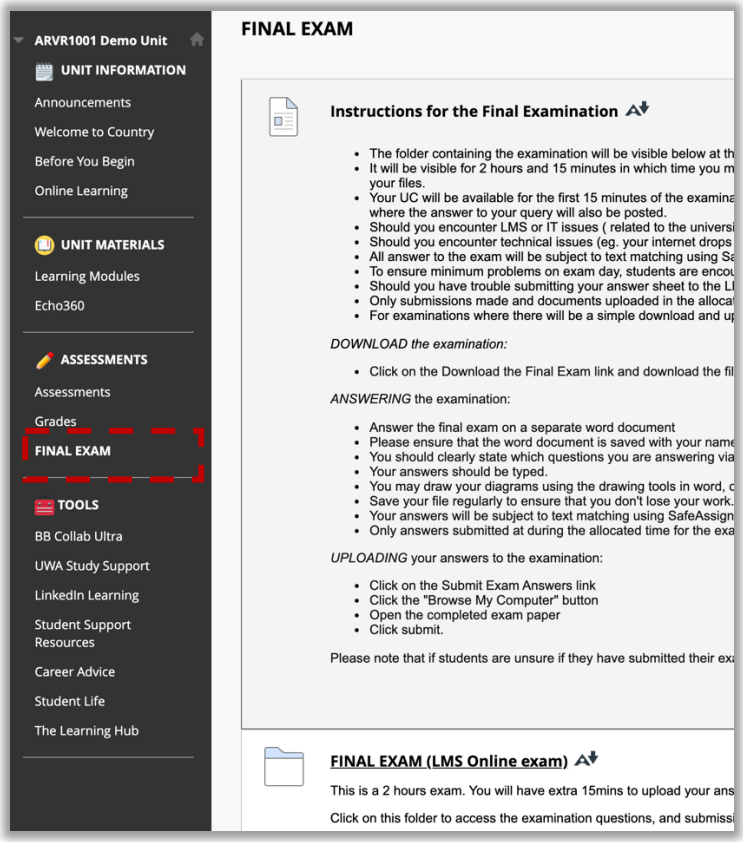


# Type 2: Turnitin Submission Exam

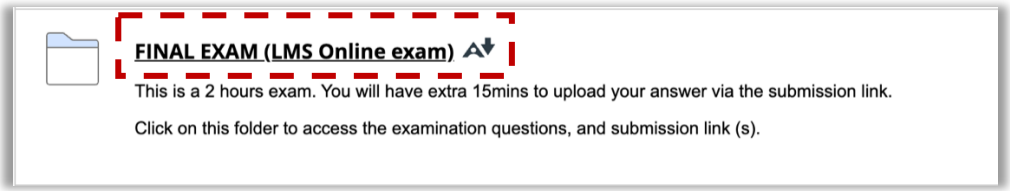
**Step 1** – Log onto the LMS and access your unit (www.lms.uwa.edu.au).

**Step 2** – Locate the exam information and select the exam title for an overview of the exam.

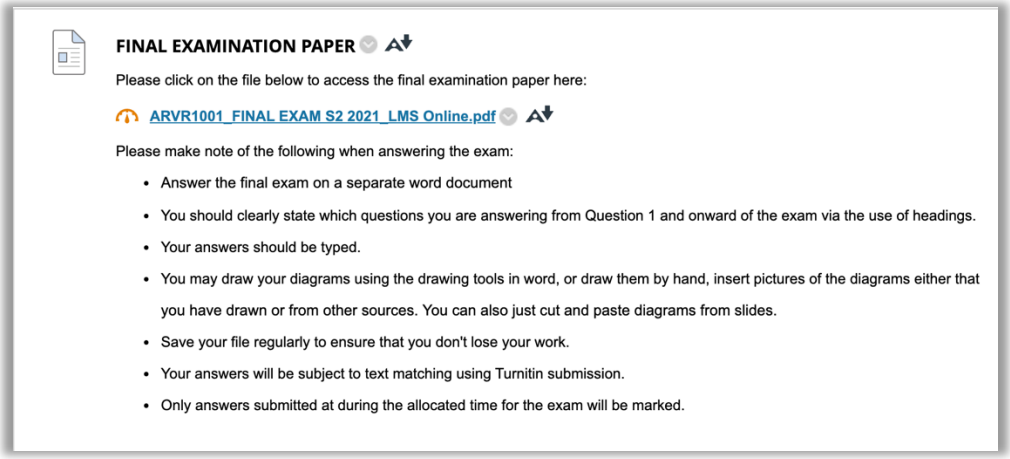
The location of exam information may vary between units. In most cases you will find this information under **Assessments** in the unit menu, in a folder labelled **Final Exam** or something similar to this.




Open the exam by clicking on the title.

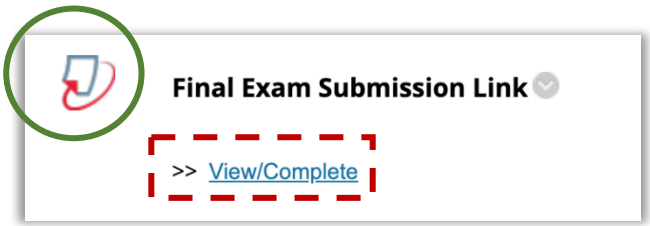


**Step 3** – Review the **Description**, **Instructions** and other assessment details, then **Download** the exam question paper. The download link will appear in blue and formatted as a PDF/DOCX file.

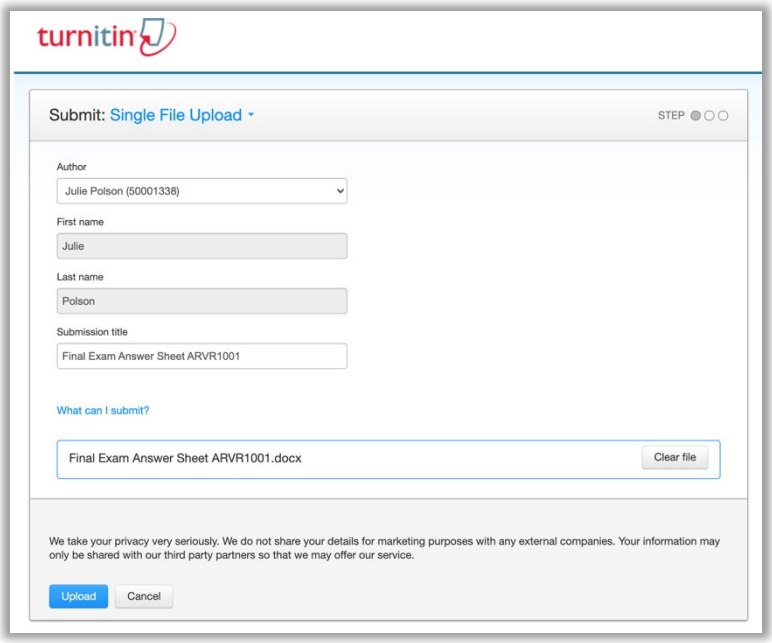


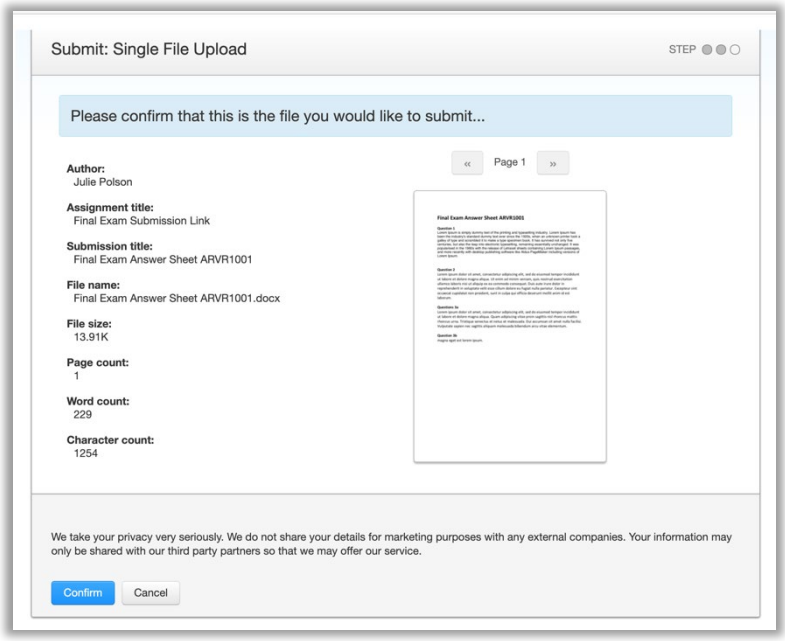

**Step 4** – Answer the final exam questions on a separate Word document. You should clearly highlight the questions you are answering by using headings or the bold function in Words.

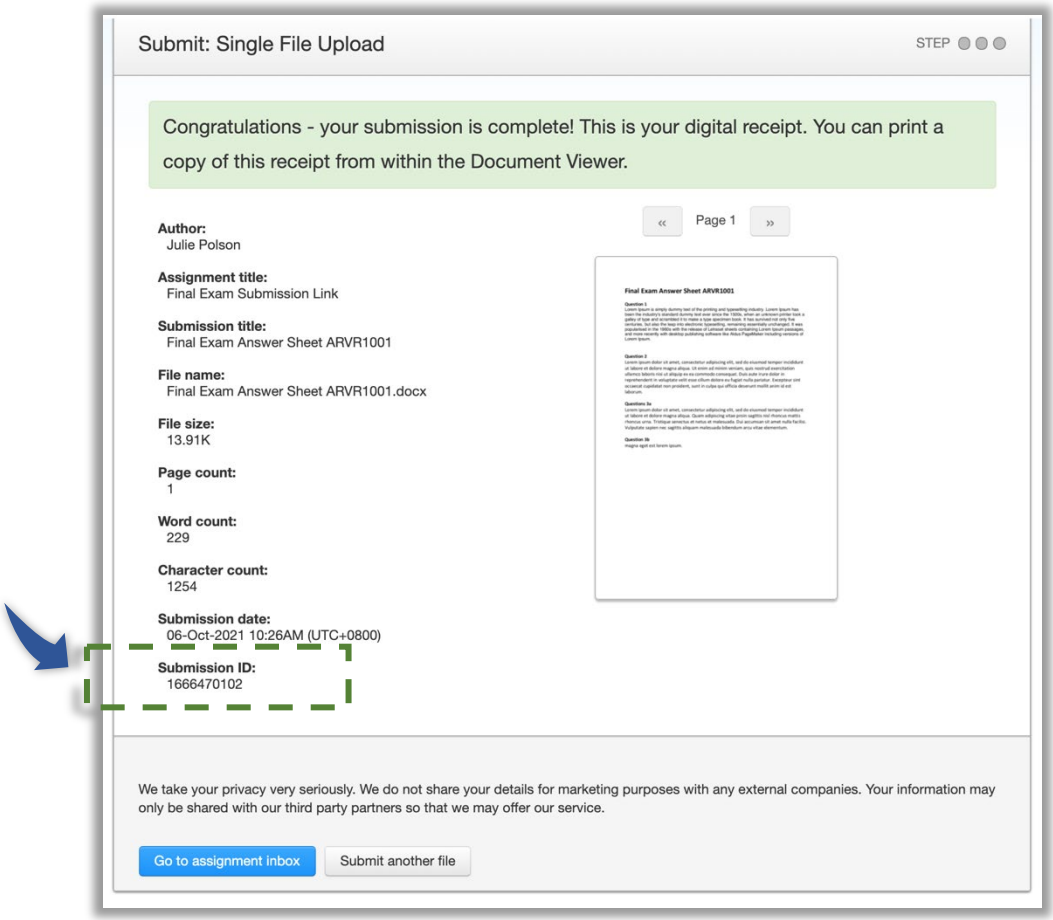
**Step 5** – Once you have completed and satisfied with your answers, go back to the LMS Final Exam Folder and click on the Turnitin submission link, 'View/Complete', The submission link can be easily recognisable with the Turnitin icon on the left side of the submission box, highlighted in green below:




Fill in the details, follow the prompts and upload your Word document. Ensure that you keep a record of the Submission ID highlighted green in the image below. This is proof of submission:




Submit: Single File Upload
STEP
Please confirm that this is the file you would like to submit...
Author:
Julie Polson
Assignment title:
Final Exam Submission Link
Submission title:
Final Exam Answer Sheet ARVR1001
File name:
Final Exam Answer Sheet ARVR1001.docx
File size:
13.91K
Page count:
1
Word count:
229
Character count:
1254
Page 1
We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.
Confirm
Cancel


Submit: Single File Upload
STEP
Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.
Author:
Julie Polson
Assignment title:
Final Exam Submission Link
Submission title:
Final Exam Answer Sheet ARVR1001
File name:
Final Exam Answer Sheet ARVR1001.docx
File size:
13.91K
Page count:
1
Word count:
229
Character count:
1254
Submission date:
06-Oct-2021 10:26AM (UTC+0800)
Submission ID:
1666470102
Page 1
We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.
Go to assignment inbox
Submit another file

# Type 3: LMS Blackboard Assignment Submission Exam using Microsoft Lens and OneDrive

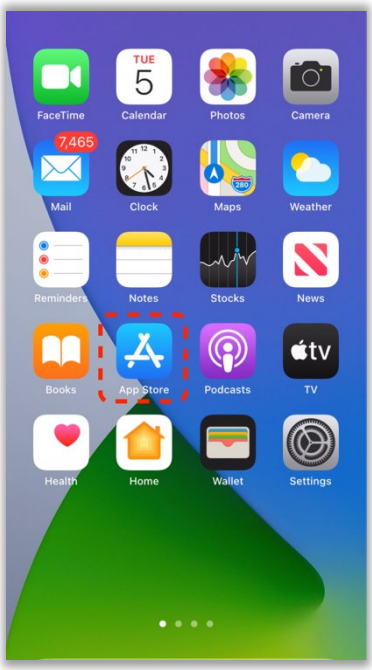
This guide consists of two (2) parts which will walk you through the process of scanning, saving and uploading handwritten exams using Microsoft OneDrive and Office Lens. Please note that the screens might look slightly different depending on your operating system and device.

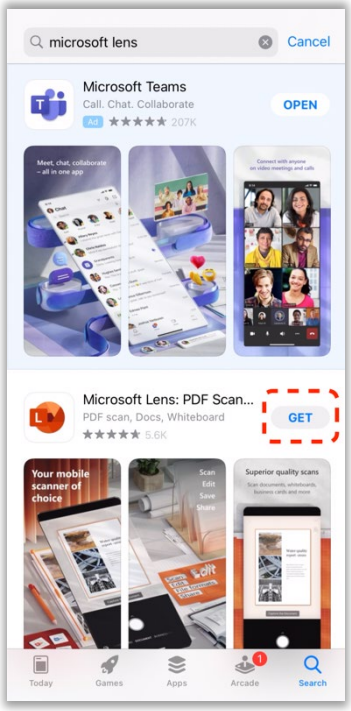
### Part 1

In preparation for your exam, you will need to install OneDrive on your computer and Office Lens application on your smartphone. It is **advised that you do this well ahead of time** to make sure that everything works before you go into your exam.

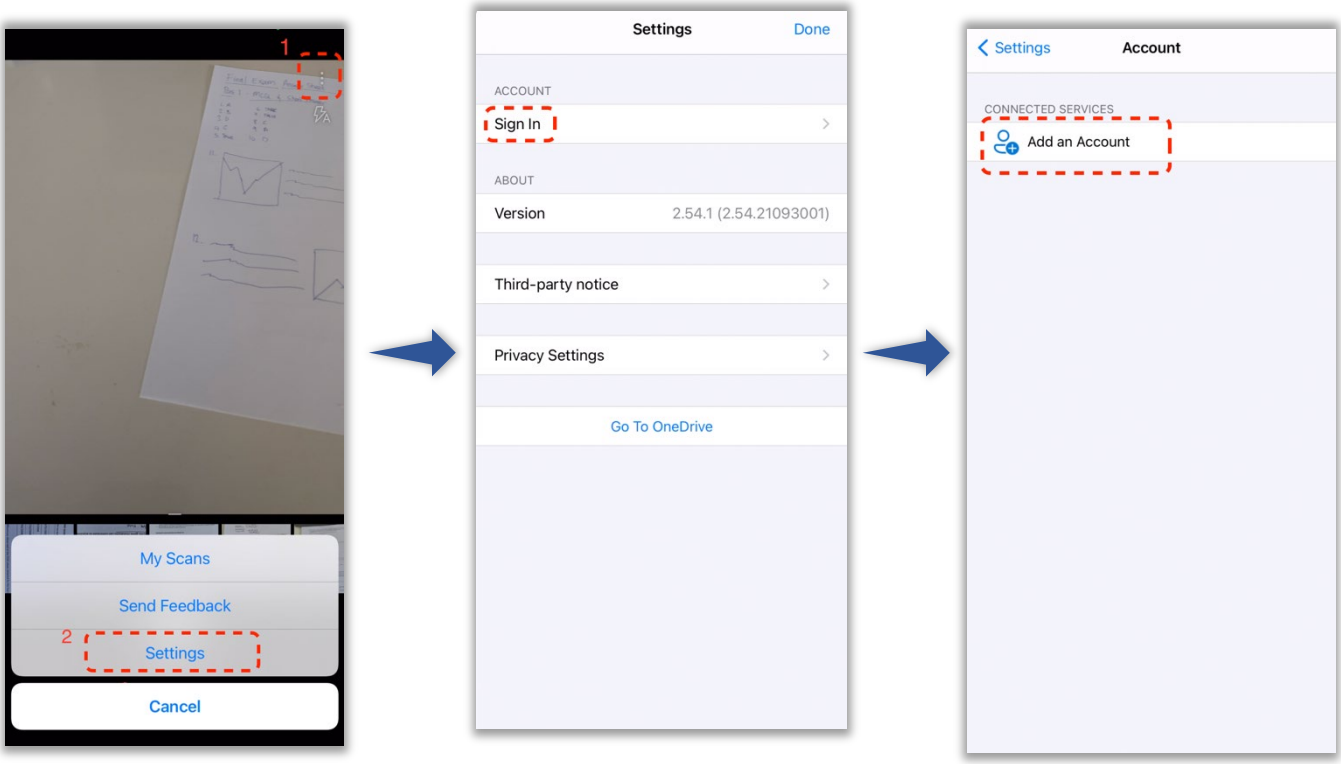
**Step 1 –** On your computer, navigate to OneDrive and click Download.
After installing OneDrive on your computer, you'll then be able to navigate to the folder where your files will be stored.

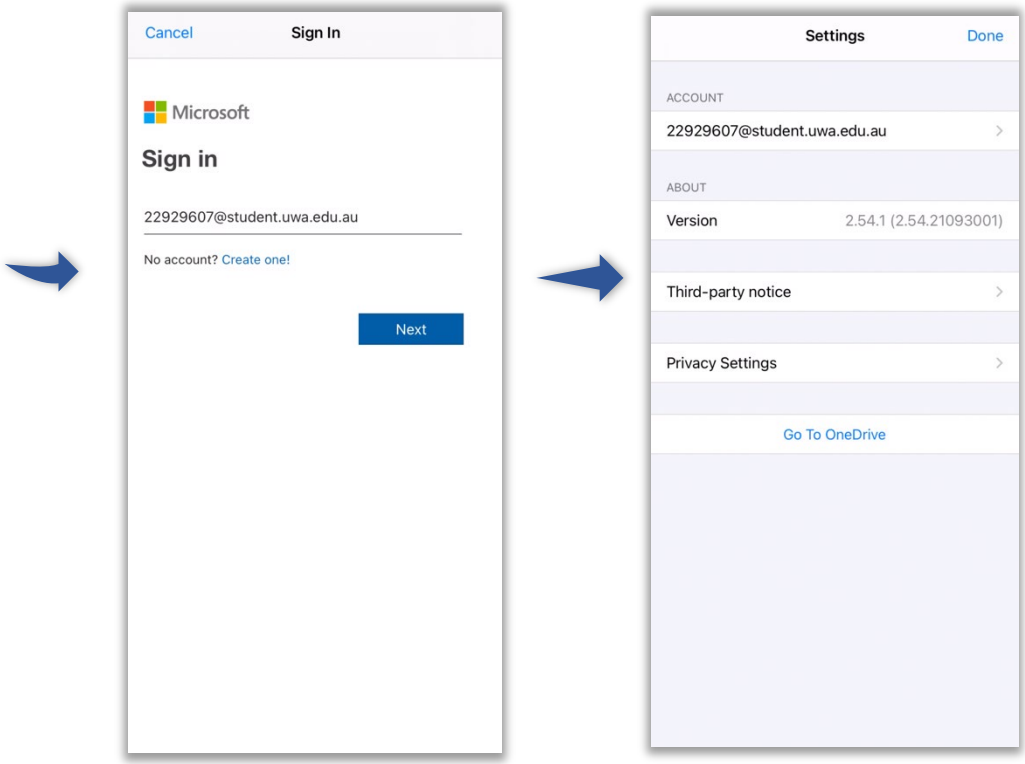
**Step 2 –** Next, take out your smartphone and go to the Google Play Store (Android) or App Store (Apple). Search for Microsoft Office Lens. Download Microsoft Office Lens and wait for it to install. Once it's installed, open it up and go through the setup screen. You will need to provide the app with access to your camera and your photo album.



**Step 3** – Next, sign into OneDrive. Click the menu in the top right corner. And then click on settings. Click Sign In, then Add an account. Enter your student (ID@student.uwa.edu.au) email address and then password. You will then see your OneDrive account attached to Office Lens after following the prompts and completing the sign- in process.



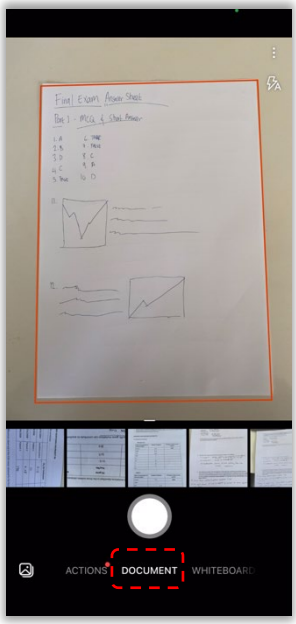



## Part 2

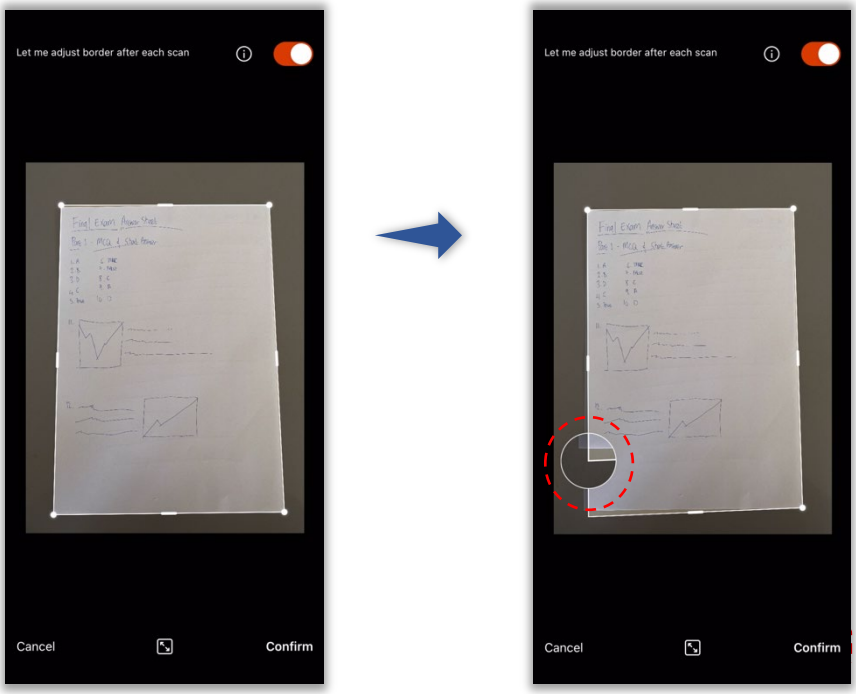
This part guides you through the steps you'll need to take directly after you finish your exam. This includes taking photos, using Office Lens, saving them as a PDF to OneDrive, uploading the PDF to LMS, and then making sure you get your submission receipt.

It is highly recommended that you go through this process a few times well in advance of the exam, so you get familiar with the process and feel comfortable with how it works.

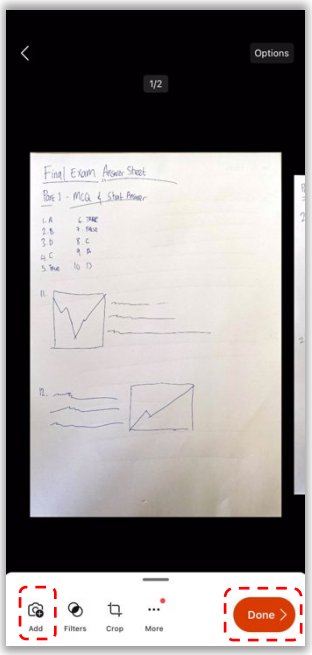
**Step 1** – Towards the end of your exam, open up the Office Lens application and take photos of each page of the paper. **Make sure it is on Document mode**.



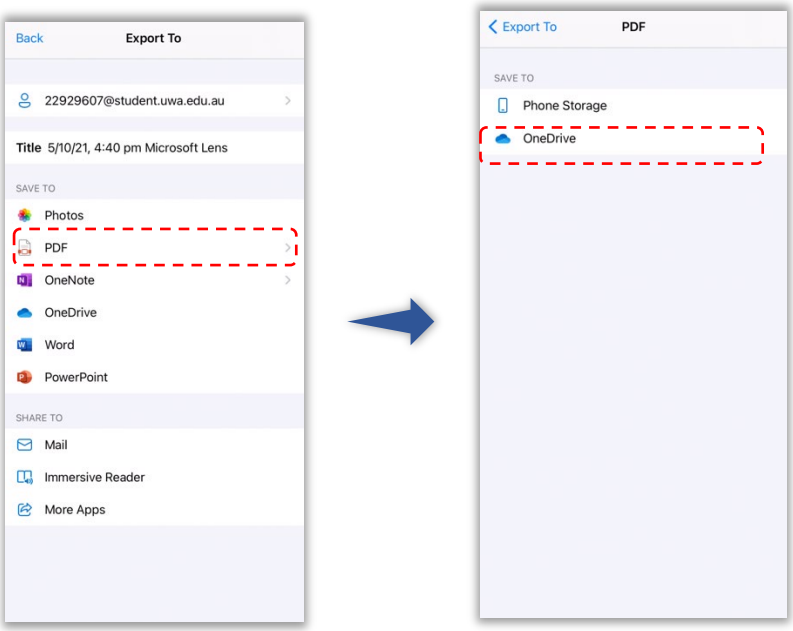

Adjust the corners around the outside of the paper as necessary to make sure that everything is in frame. Crop out any unnecessary space by dragging the corners in. When you are satisfied with the image taken and adjustments, select Confirm.



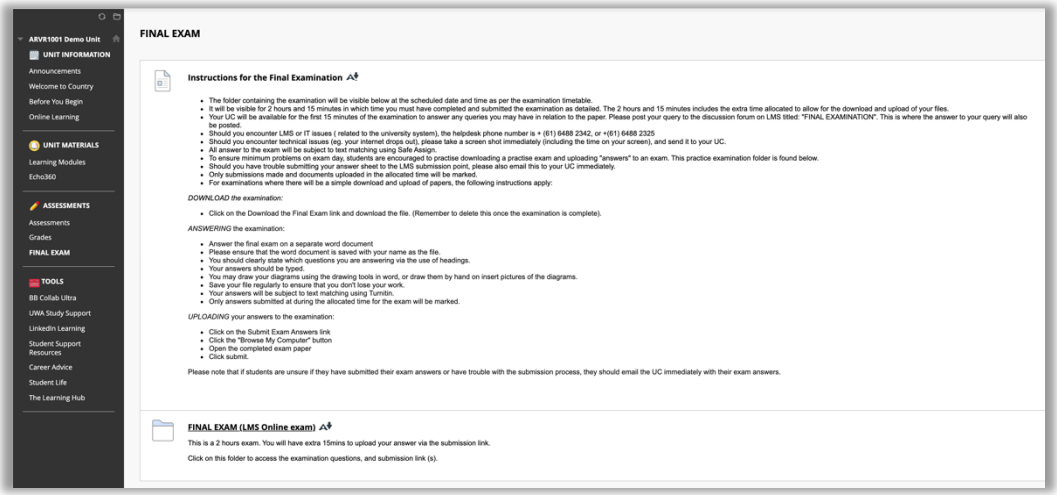
When you finished taking photos, click the orange Done button.
Click Done and/or then Add New for every page you want to add.



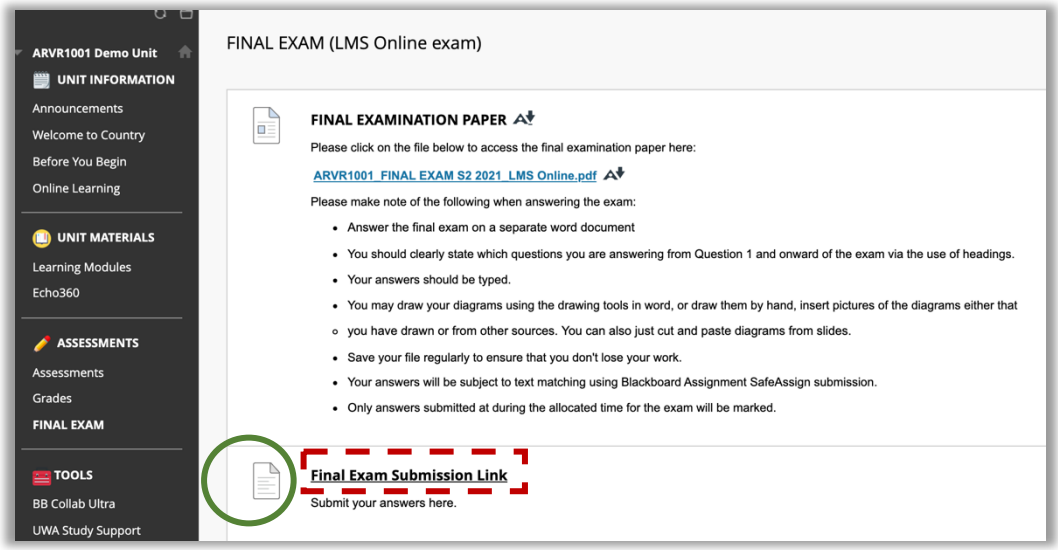

**Step 2 –** Then click PDF, then click OneDrive. This will save the file as a PDF and upload it to your OneDrive account.



**Step 3 –** Go back to your computer and find and review your PDF before you upload it to LMS to make sure everything is there.

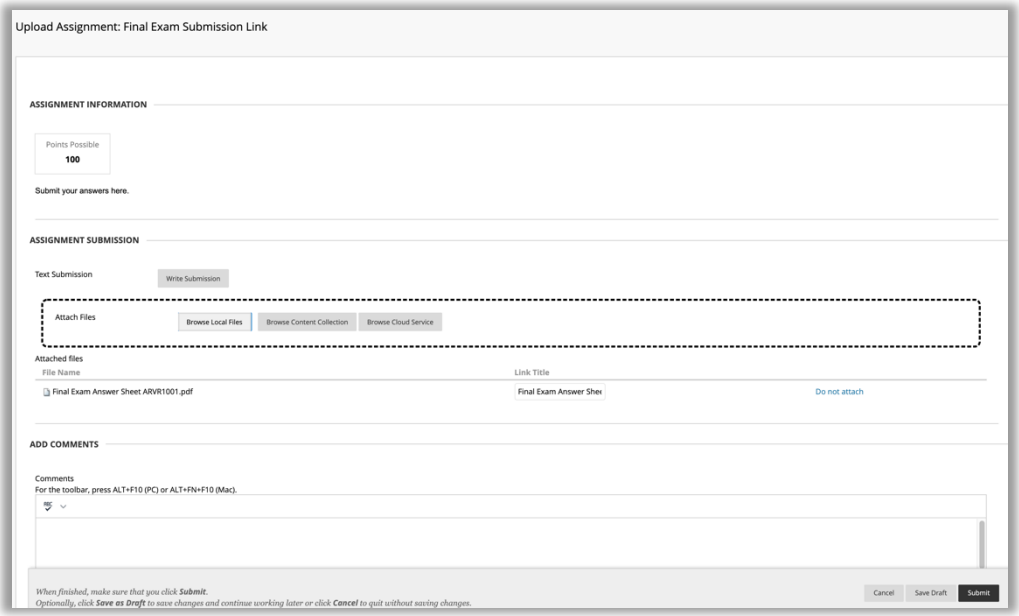



**Step 4 –** Go to your unit in LMS and find the exam upload point. The submission point should be identifiable with a paper icon as highlighted in green below as well as a clear sentence stating 'Final Exam Submission Link'. Click on the text link and a submission window will open up.

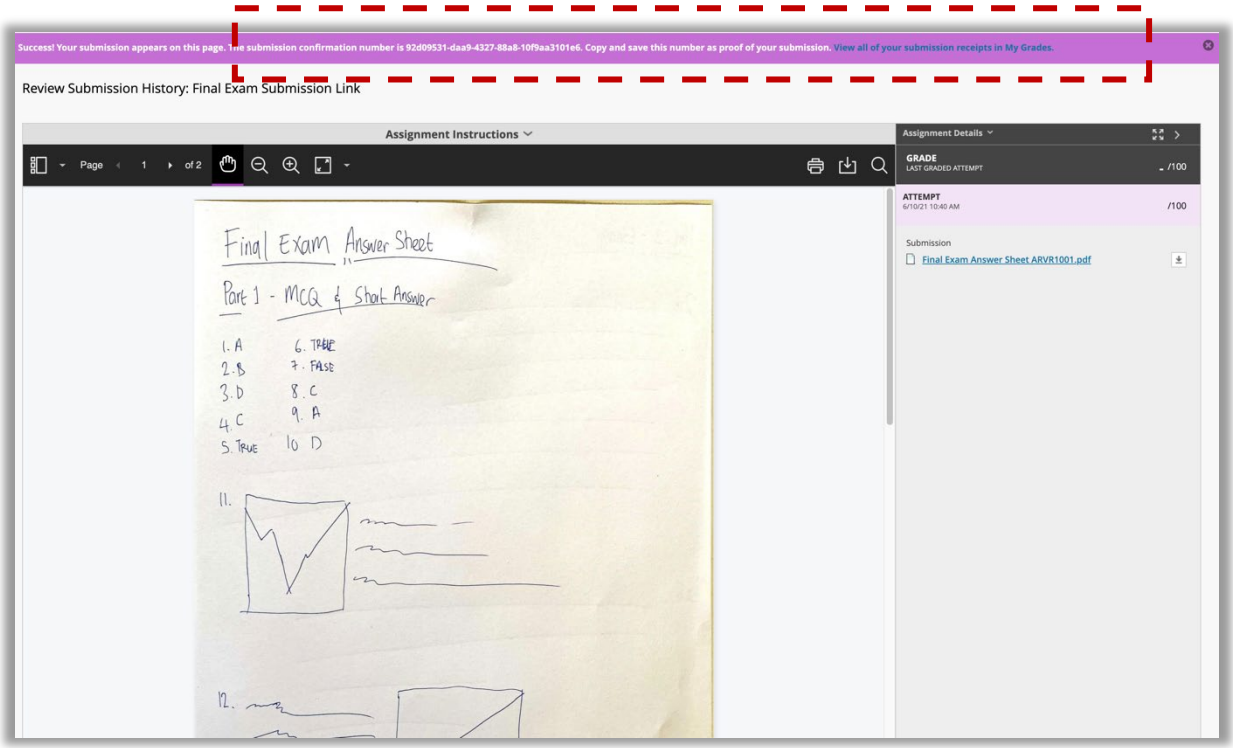


**Step 5 –** Next, click browse my computer and find the PDF that you saved to your OneDrive.

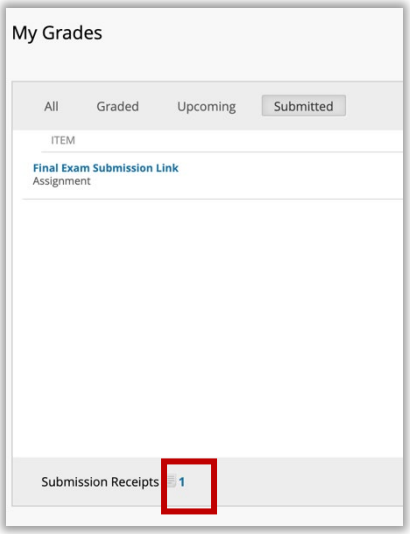
Click submit to upload.

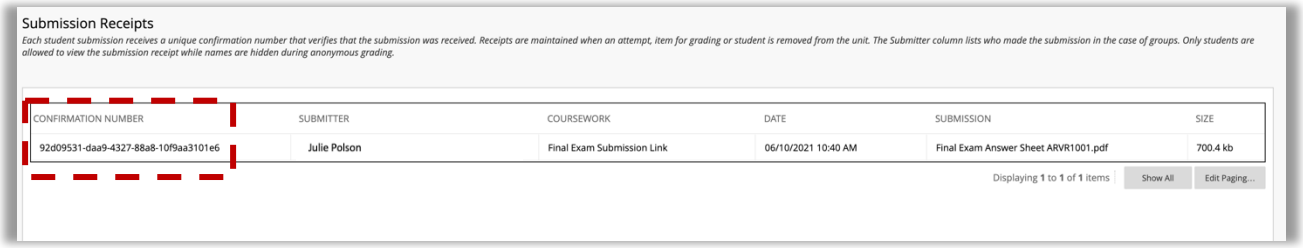



You'll see your file load on the next screen. Don't forget to save your receipt as this is proof of submission. You can copy it in the purple highlighted section above the window below:



Alternatively, you can retrieve the receipt by going into My Grade.



## Online LMS MS Teams Exam

In Online LMS MS Teams Exams, you will still log into the LMS for your unit to access and complete your exam. In addition, you will need to log into Microsoft Teams (MS Teams) and join the MS Teams meeting for your exam for monitoring purposes.

You will require a webcam and microphone to communicate with your exam supervisor, and will need to have your student ID, passport or driver's licence available for an ID check.

You will need to enter a password before you begin your exam. You will be given the password to access your exam folder once the MS teams exam supervisor has confirmed your ID and is satisfied with your workspace, to ensure that you comply with the rules for your exam.

**Follow these 5 key steps to complete your online LMS MS Teams Exam**:

### Step 1 – At least two days before the exam

Make sure that you have a webcam and microphone enabled on your computer so that your exam supervisor can communicate with you via MS Teams, and can check your ID, let you know the exam password, monitor your compliance with exam rules, answer questions and provide assistance if required.

Also make sure that you download Microsoft Teams (MS Teams) to your device, log into it using your UWA Pheme credentials, and test it to make sure that you know how it functions and how to join MS Teams meetings.

To ensure that you correctly sit your online exam, **please install the MS Teams app** on your computer. MS Teams is free to download - **DO NOT USE MS Teams through a web browser.** You need to be logged into MS Teams with your Pheme account. Your ***unique*** MS Teams link will be published on LMS 30 mins before the exam start time - this should not be shared.

Ensure that your **computer** software i**s up-to-date**, **tested and ready to go,** with the latest version of either Google Chrome or Mozilla Firefox installed as the web browser for your exam, popups from Blackboard enabled (see how to do this for Google Chrome or Mozilla Firefox), and Cookies for Blackboard enabled (see Blackboard Help). ***Do not use Internet Explorer or Microsoft Edge***

Helpful advice on MS Teams is available on the Learning online and Student email and collaboration tools webpages. Setting up your equipment and software before the day of your exam will help you focus on exam content rather than technical requirements on the day.

### Step 2 – Getting prepared on the day of your exam

Log into the LMS for your unit prior to your exam, locate the exam information and select the exam title for an overview of the exam. Access the MS Teams meeting link that your exam supervisor has provided. This will be visible within the LMS for your unit (check unit announcements and/or exam information).

We recommend that you are prepared to join the MS Teams meeting 30 minutes before your scheduled exam time to resolve any technical issues. When you join the MS Teams meeting, make sure that you log in using your UWA Pheme credentials.

Check that you have a stable internet connection using a wired internet connection if possible.

Shut down all browsers, browser tabs, files and programs and tabs **not required for your exam -** clear your browser cache (see how to do this for Google Chrome or Mozilla Firefox); and turn off

screen saver, sleep mode and standby mode if you normally use these. Connect your computer to a power source and/or ensure that your battery is fully charged.

**Step 3** – Follow the directions of your instructors, showing your ID as required. When advised by your instructors, select **Begin** within the LMS exam. Enter the password that the instructor has provided, then press **Submit**.

**Step 4** – Read the **Test Information**, and complete the questions, saving your answers as you go.

**Step 5** – When you have finished your exam responses, select **Save** and **Submit**. You will receive a confirmation message on the next screen. Unless advised otherwise, you can then log out of the LMS and out of MS Teams.

## Academic conduct requirements

Student conduct and ethical scholarship requirements apply to all exams and assessments at UWA. When you complete exams and final non-examination assessments during the exam period, you must normally do so independently, without outside assistance.

If you are unsure of your specific requirements and conditions, check with your Unit Coordinator.

## Further information and advice

- UWA exams
- Before and during your exams
- Studying for exams
- UWA student LMS help
- Blackboard help: tests and surveys
- Student email and collaboration tools
- Learning online
- IT printing and support
- UniAccess
- STUDYSmarter academic skills
- Contact us
- askUWA