



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 accidentally 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 of up to 30 minutes 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.

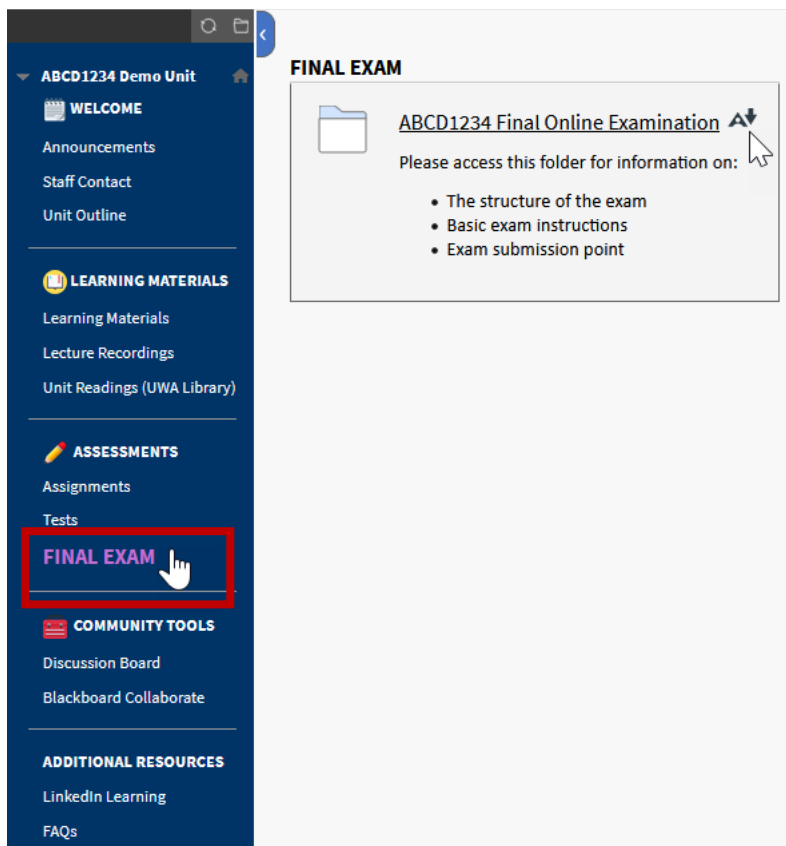
Online LMS Exam

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

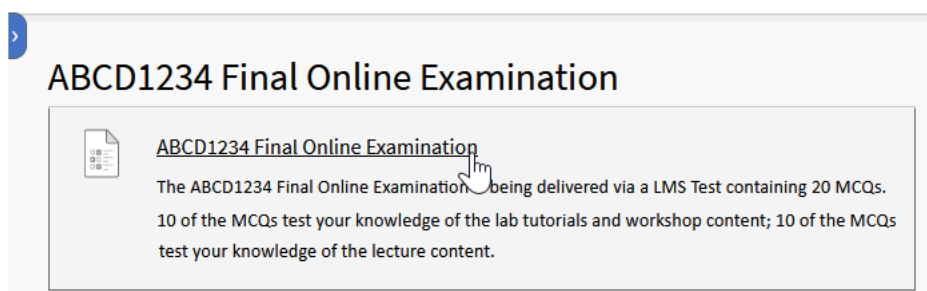
Step 1 – Log onto the LMS and access your unit (www.lms.uwa.edu.au).

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**.

Begin: ABCD1234 Final Online Examination

INSTRUCTIONS

Description The ABCD1234 Final Online Examination is being delivered via a LMS Test containing 20 MCQs. 10 of the MCQs test your knowledge of the lab tutorials and workshop content; 10 of the MCQs test your knowledge of the lecture content.

Instructions

- For the following MCQ questions, select ONE best answer from five alternative choices. Wrong answers will not be penalised. All MCQs have equal value.
- Save your answers frequently.
- Within the examination period, you are allowed to submit multiple times. The last submission will be marked.
- Close unnecessary programs and windows during the exam.
- Use an approved browser such as Firefox of Chrome and ensure it is up-to-date. DO NOT use Internet Explorer or Microsoft Edge.

Timed Test This test has a time limit of 2 hours.

Timer Setting This test will save and be submitted automatically when the time expires.

Force Completion This test can be saved and resumed at any point until the time has expired. The timer will continue to run if you leave the test.

Multiple Attempts This test allows multiple attempts.

Click **Begin** to start: ABCD1234 Final Online Examination. Click **Cancel** to go back.

Click *Begin* to start. Click *Cancel* to quit.

Cancel Begin

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

Enter Password: ABCD1234 Final Online Examination

ENTER PASSWORD: ABCD1234 FINAL ONLINE EXAMINATION

Enter the Password to take the test.

Password

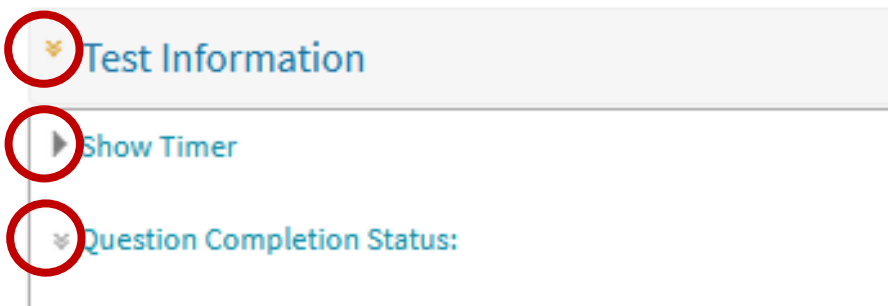
Click *Submit* to proceed.

Cancel 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 to display all LMS exam questions at once, allowing you to scroll down the screen as you work through the exam.

Take Test: ABCD1234 Final Online Examination

Test Information

Remaining Time: 1 hour, 52 minutes, 59 seconds.

Question Completion Status:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

QUESTION 1 10 points ✓ Saved


All dogs are generally believed to be descended from what prehistoric animal?


- Proasilurus
- Tomarctus
- Thylacoleonidae
- Thylacosmilus


QUESTION 2 10 points Save Answer

How many breeds of dog are there worldwide?

- 800
- 400
- 200
- 1600

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.

 Moving to another question will save this response.

Question 1 of 10 

10 points Save Answer

All dogs are generally believed to be descended from what prehistoric animal?

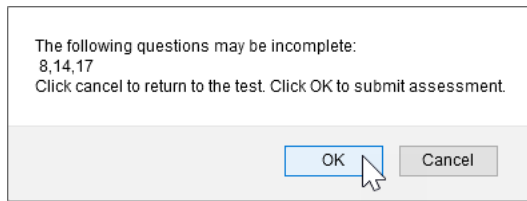
- Proasilurus
- Tomarctus
- Thylacoleonidae
- Thylacosmilus

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.

Question Completion Status:

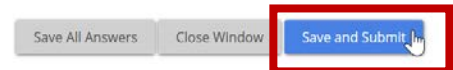
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

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.

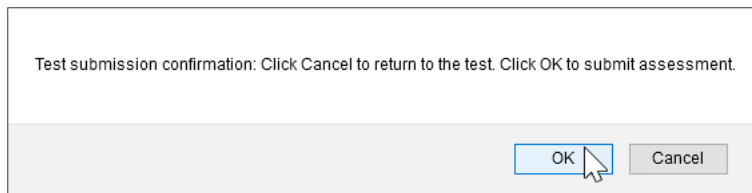


Step 5 – When you have finished your exam responses, select **Save** and **Submit**.

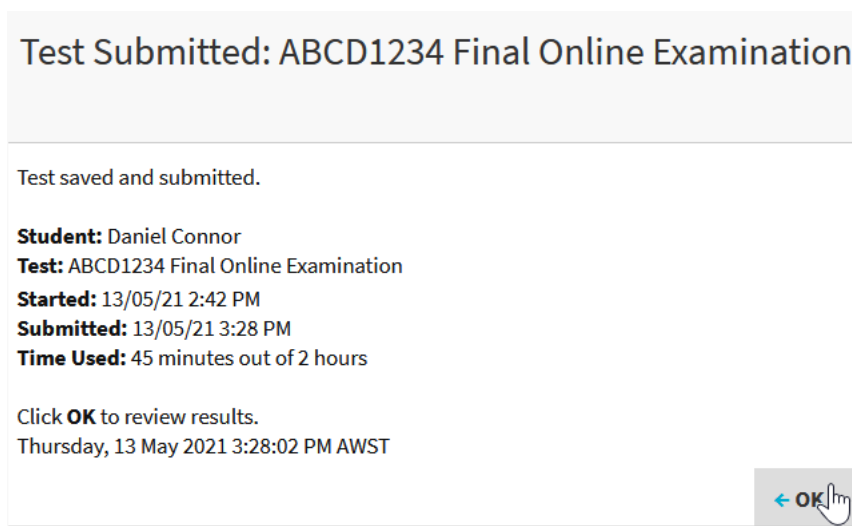
Click Save and Submit to save and submit. Click Save All Answers to save all answers.



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.



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 sent to you via email approx. 2 weeks before your scheduled exam - this should not be shared. Your link will also be published on LMS 45 mins before the exam start time.

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](#)). **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 also be visible within the LMS for your unit (check unit announcements and/or exam information), or your student email.

We recommend that you are prepared to join the MS Teams meeting 45 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](#)
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