



Kabararak University Online

Taking Online Examinations

January 2025



Introduction

The **quality** and **integrity** of assessments and examinations is a key focal point for all stakeholders.



Introduction

Low quality and **Low integrity** examinations are interpreted by stakeholders as indicators of **low quality degree programs**



Introduction

Kabarak University is seeking to maintain the quality of all assessments and examinations in the online environment by ensuring that, among other measures, the examinations are proctored (invigilated).



Presentation Outline

- 1. Online examination requirements**
- 2. Preparing for online examinations**
- 3. Taking the online examinations**
- 4. The lock-down browser and monitor**
- 5. Interpreting and answering examination questions (DELT)**



Room Requirements

- No Movement of people in and out for the duration of the online examination.
- A quiet room away from any internal or external sources of noise.
- A clean and uncluttered room.
- A well lit room with adequate ventilation
- A clean table with only the computing device for the examination on it.
- A room without any written material such as books, magazines and decorations



Technology Requirements

- A reliable laptop or desktop computer
 - Windows: 10, 8, 7 with 75 MB permanent space on the hard drive
 - Mac: MacOS 10.12 or higher with 120 MB permanent space on the hard drive
 - A reliable audio device
 - A reliable webcam
- A reliable internet connection.
- A reliable power source



Etiquette Requirements

- Eating or drinking is not allowed during the examination session.
- Leaving the room is not allowed during the examination session.
- Taking calls or texting is not allowed during the examination session.
- Dress and groom appropriately in line with the university dress code.



Prepare for the Examination!

- Practice on your typing ... target 30 words per minute
- Be comfortable with your computing device
- Study to understand ... not just to remember



Examination Day

Before the examination starts

- Be seated at least 15 minutes before the start of the exam
- Use the washroom before the examination starts
- Have your student ID ready
- Have all other permitted materials ready



Examination Day

Manage your time

<i>Question Type</i>	<i>Time</i>
Multiple choice, True/False	1 – 2 mins
Matching, Short answer	2 – 3 mins
Short Essay, select missing words, drag and drop, embedded answers, Random short-answer matching	3 – 5 mins
Numerical, Algebra, calculated, calculated multichoice, calculated simple, Formulas, pattern match, Name to Structure or Reaction (MarvinJS)	5 - 10 mins
Music Scale, Music Theor, Music Interval, Spreadsheet	10 - 15 mins
Longer Essay, CodeRunner, javaunittest	15 – 20 mins



Examination Day

Manage your time

Leave enough time to scan and upload your responses if the examination requires it



The Lock-down Browser and Monitor

<https://web.respondus.com/lockdownbrowser-student-video/>

<https://youtu.be/XuX8WoeAycs>



Interpreting and answering examination questions (DELT)



Thanks