Your Exam Guide

Here's what you need to know to feel confident and prepared on exam day.

Before Your Exam

Know your time and place

Check your personalised timetable for your exam room, date, and time. For on-campus exams, use the campus map to find your building and room (e.g. "12 Second Way – 226/229" means Building 12 Second Way, Room 226/229). On the day, arrive early to ensure you have enough time to find your room. You should aim to be at your room no later than 15 minutes before the exam start time.

Bring photo ID — this is a must

Your MQ student card (campus card) is preferred. If you don't have it, bring a current Australian driver's licence, Proof of Identity card, or passport. You will not be allowed to sit your exam without valid photo ID. Screenshots and photocopies of IDs will not be accepted. International licences and national identity cards are also not accepted as valid forms of ID.

Australian digital driver's licence (on phone) is allowed but note the supervisor will need to ask you to present it to them to check against the attendance form when performing this step during the early part of the exam. After the attendance form check is completed, you must turn off your phone and place it under your desk. *Tip: if you are not using your MQ campus card, know your student ID for when you are completing your personal details on the attendance slip and exam paper and booklet*.

Know what you can bring

Check your unit's iLearn page or contact your Unit Convenor to find out if your exam is open or closed book, and whether aids like calculators or notes are permitted. Aids won't be supplied; it's your responsibility to bring them.

Pencils for multiple choice

If your exam has a multiple-choice section, bring a pencil as these will not be provided. Pens are not suitable as they make it difficult for the auto-mark machine to read your answers and can't be erased if you want to change an answer.

What You Can and Can't Bring In

Always allowed:

- Photo ID, e.g. MQ Student Card (must be placed on your table throughout the exam)
- Stationery such as pens, pencils, and eraser
- Clear or unlabelled, unmarked water bottle
- Watch (must be placed face-up at the top of your desk with all alarms off)

WHERE TO PUT MOBILE PHONES OR OTHER SMALL ITEMS

Mobile phones must be switched off. You should put your phone in your bag which is to be placed either in a designated area directed by the exam supervisor or, if your room has no designated bag area, you will be directed to place your mobile phone face-down under your desk. Other valuables or small items such as wallets, laptop, iPad, hats or caps, should be placed under your desk as well.

All electronic devices must be turned off for the duration of the exam.

Only allowed if authorised for your exam:

- Calculators, textbooks, notes, dictionaries

Never allowed to be brought in:

- Pencil cases, blank paper or notepads
- Notes written on objects, clothing, or your body
- Electronic recording devices (this includes, but not limited to, wearable technology such as smart glasses, pinhole cameras hidden on clothing, microscopic earpieces designed to receive answers, and digital pens)
- Earplugs (we will supply you with a pair if required)

If any unauthorised material is found on you, it will be confiscated and may be reported as academic misconduct.

DURING YOUR EXAM

Timing rules — know these!

- You cannot enter the exam more than 1-hour after it writing time starts
- You cannot leave within the first hour of working time or during the last 15 minutes
- If you leave temporarily, you can only be readmitted if you were under approved supervision the entire time

Reading time

No writing is allowed during reading time.

When writing time starts — do this first:

Fill out your attendance form (yellow sheet) and complete your personal details on all exam materials straight away. You won't get extra time at the end to do this.

Your belongings during the exam:
Place your bag in your room's designated bag area (if there is one) or under your desk – your supervisor will advise you what is applicable for your allocated room. All electronic items in your bag must be switched off.

If you only have your mobile phone or other small valuables with you (e.g. laptop or iPad), place then under your desk, switched off.

Remove your watch and place it at the top of your desk where supervisors can see it.

Having your phone in your pocket during an exam, even if it's off, could be considered a breach of the rules.

Follow all instructions
Listen to supervisors and follow any written instructions on the exam paper. Students who do not comply can be asked to leave.

- If you need to use the bathroom, quietly notify the supervisor by raising your hand. You should not take any of your belongings to the toilet
- If you wish to leave before the last 15 minutes of the exam (and only after the first hour of working time), quietly notify the supervisor by raising your hand
- At the conclusion of the exam, you need to remain in your seat until exam materials are collected and you have been given permission to leave the exam room
- You cannot leave the exam room with any confidential papers, including the exam paper, answer book, or any other exam related materials
- Be respectful of your peers and remain quiet before, after, and during the exam

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If Something Goes Wrong

Can't make it to your exam?
If you're facing a serious and unavoidable disruption, you may be eligible to apply for Special Consideration. Check the Special Consideration website for eligibility, required documentation, and deadlines.

Feeling unwell before the exam?
Don't attend. Refer to the Special Consideration website instead.

Feeling unwell during the exam?
Stop working and notify your supervisor immediately. Be aware that attempting an exam can affect your eligibility for Special Consideration so it's important to report any issues to the supervisor on the day.

Online (Zoom-Invigilated) Exams

Your exam is delivered via iLearn and supervised on Zoom. You'll receive an email to your official MQ student email address 24–36 hours before your exam with your Zoom link, exam type, permitted materials, and procedures. Make sure to regularly check your student email account.

The placement of your camera in a Zoom exam is important for academic integrity. Set-ups may vary depending on the unit/s you are enrolled in. It is important that you familiarise yourself with the two camera method (see Zoom invigilation guide for details) or single camera placed at the side that so that the supervisor can observe your workspace and what you are accessing on your screen as this may be a requirement for some Zoom invigilated exams. If this applies to you, further advice will be emailed to you closer to the date of your exam/s. You should also check your unit's iLearn page or contact your Unit Convenor for more info.

Good luck with your exams! If you're unsure about anything, you can check your unit's iLearn page or contact your Unit Convenor, or visit Service Connect