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Policy Document Approver	Academic Board
Responsible Body/Person	Academic Board
Next Review date	October 2025
Superseded documents	Exam Computer Use Rules
Related documents	Assessment Policy Assessment Guidelines Academic Integrity Policy for Coursework Awards
Related HE Standards	1.3, 1.4
Related National Code Standards	
Glossary	Definitions for any words in Bold in this document can be found in the Policy Glossary . The first instance of each defined term has been outlined in bold.

1. PURPOSE

To give a rationale and principles for the use of computers in AUT examinations.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the [Policy Glossary](#). The first instance of each defined term has been outlined in bold.

3. SCOPE

This policy applies to all **Affiliated Colleges**, and to all **students** in **units** in **coursework awards** where an **examination** is used as an **assessment**.

4. POLICY STATEMENT

Exams are used evaluate the attainment of unit learning outcomes. **AUT** is committed to ensuring that students are provided with fair and equitable opportunities to demonstrate the completion of learning outcomes in all units of study.

A student may choose to demonstrate their attainment of learning outcomes in an exam by using a computer, provided it does not provide an unfair advantage over students completing the exam using other methods.

Provided students retain the right to choose to write an exam with pen and paper, even if the computer-based option is available, no inequality is created.

These principles serve to reduce the possibility of academic misconduct when using computers for exams.

5. PRINCIPLES

Security of exam environment

- 5.1 The crucial assumption in providing a fair environment for all students completing exams is invigilation, whether that be on-campus or remotely. Whatever media the student uses to complete an exam they should always be expecting that an invigilator will be monitoring their behaviour. The ultimate deterrent for cheating in an exam is the expectation that an invigilator will observe a cheating behaviour (e.g. inserting a USB memory stick, searching the internet, accessing files etc.). When computers are used within exams, the invigilator to student ratio should not exceed 1:10. Invigilators should be positioned to view computers screens. Video surveillance may also be considered.
- 5.2 It is recommended that exam answers be checked for plagiarism (for example, scanned by Turnitin) as an additional safeguard.
- 5.3 Students should not be able to obtain information from outside sources (e.g. internet, local computer files, USB drives etc). The institution should develop a check list of steps to ensure this is not possible.
- 5.4 Students should not be able to access the deeper functions of computers (e.g. macros) where such access would provide them with an unfair advantage to their peers within an exam setting.

Handling of exam questions and answers

- 5.5 Invigilation extends to the collection and submission of completed examination scripts and provisions should be made by institutions to ensure that technical assistance during collection of completed scripts does not diminish invigilation. This will normally be addressed by the use of a second invigilator during collection if there is more than one student completing the exam.
- 5.6 Institutions shall develop a clear process for the collection, distribution, retention, and backup of collected examination scripts that demonstrates a clear audit trail of the script from student to availability to the moderator for review.

Access to Word Processor Affordances

- 5.7 An additional issue related to the use of computers for exams is the availability of affordances such as cut and paste, spell check, grammar checker, synonym suggestions etc. Such affordances are not available in simpler word processing software such as Notepad.
- 5.8 To ensure comparability of tools available to students in examinations where both computer-based examination and paper-based examination is taking place, word processor affordances are only to be available to students in

circumstances where all students in a cohort are completing the examination via a computer.

- 5.9 Exceptions to this section of the policy are maintained for students with special needs such as dyslexia with dyslexic fonts being made available to students who would benefit from such.

Students Use their Own Computers during on-campus exams

- 5.10 Colleges are to ensure:
1. Wi-Fi and Bluetooth are disabled
 2. USB memory stick insertion is disabled
 3. Caches are cleared
 4. Affordances are not available

Colleges Provide Computers for Students to Complete Exams

- 5.11 Colleges hold a collection of computers specifically set aside for exam use on which:
1. Wi-Fi and Bluetooth are disabled
 2. USB memory stick insertion is disabled
- 5.12 Ongoing maintenance and replacement may be matters the institutions should consider. Off-campus students undergoing invigilated exams may also require a post-in post-out service.
- 5.13 Invigilator to student ratio should not exceed 1:10 (conservative 1:5).

Use of Moodle quiz with browser security and time limit

- 5.14 To prevent students from being able to copy and paste text, and navigate away from the exam, browser security should ensure that the exam is only viewable in a full-screen window which covers all the other windows and has no navigation controls, and disables facilities like copy and paste.
- 5.15 By default, Moodle quizzes do not have a time limit, which allows students as much time as they need to complete the quiz. If Moodle quizzes are used for exams opening and closing times and time limits must be set.

Software solutions for invigilating students

- 5.16 AUT recommends the use of "Safe Exam Browser" or similar, integrated in some Learning Management Systems. The principle behind the use of such tools is to assist Affiliated Colleges in establishing a web browser environment to carry out e-assessments safely. This type of software is intended to turn any computer temporarily into a secure workstation, controlling access to resources like system functions, other websites and

applications and prevents unauthorised resources being used during an exam.

Potential Models That Align with Guidelines

- 5.17 Affiliated Colleges are encouraged to consider other models which assist with invigilation in line with the above principles.

6. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	27/10/17	27/10/17	New policy, with changes to the Word Processor affordances section compared with the initial proposal from eLearning Panel.
2	Academic Board	16/10/20	01/01/21	New template. Updated information regarding recent technology advances and changes. Appendices added.
3	Vice-Chancellor	May 2025	May 2025	New template. Minor editorial updates to implement university status

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