FINAL EXAMINATIONS TERM 1, 2020 – INFORMATION FOR STUDENTS

1. All final examinations in Term 1, 2020 will be conducted online. Students will not be required to attend the campus in Sydney or Hobart to complete an examination in Term 1.

    a. Students can take the examination at a place of their own choosing.

    b. The minimum computing requirements for an examination are:

        (i)   A computer (desktop or laptop/notebook) connected to the internet
        (ii)   Web browser capable of accessing Moodle
        (iii)   Capability to type into a Microsoft Word formatted document.

    Note: A webcam, microphone or speaker is not needed for an exam. A mobile phone or tablet computer cannot be used for an exam.

2. The rules for all online examinations are as follows:

    a. Exams will be held at a set time and for a set duration that is the same for all students in a unit no matter where they are located. The exam timetable is based on Sydney's time zone. Students must make their own adjustments to the exam start time if located in another time zone.

    b. Students must be sure of their ability to connect to Moodle for the duration of the exam period for each unit.

    c. Fifteen (15) minutes before the start of the examination period, the exam paper will be made available to download from the unit's Moodle site.

    d. Two copies of the exam paper will be available for download:

        i. A copy in Microsoft Word format, and

        ii. A copy in Acrobat PDF format

    e. Answers to the exam questions must be typed into the MS Word version of the exam paper. The PDF version is for backup reference in case any part of an exam question is accidentally deleted while answering the question.

    f. Students must stop typing at the end of the exam period.

    g. At the end of the exam period, students will have 10 minutes to upload a completed exam paper with typed answers in MS Word format to the unit's Moodle site through Turnitin.

    h. In the event of any upload failure to Moodle, the completed exam paper with a file name that includes your Student ID and Unit Code can be emailed to exams@imc.edu.au

    i. Exam papers not uploaded within 10 minutes from the end of the exam period will not be accepted.

3. The specific format of the final examination (e.g. number and type of questions) will be advised by the unit lecturer.

4. The following conditions apply to all exams:

   a. The exam will be open-book and open-web. Students can use any resource available except for the assistance of another person.

   b. All exam submissions will be checked by Turnitin to detect plagiarism and duplicate submissions. Students must type answers in their own words.

   c. Exam questions will be set that do not require only the recall of facts or can be easily answered by access to any specific resource readily available. Questions will be directed toward higher-level cognitive tasks that require analysis, critical thinking and the demonstration of the use of information (and not the recall of information).

   d. A sample copy of an online exam cover sheet and answer page is shown below.

5. The marking of examination submissions will follow the usual practice, and the final grade and mark for the unit will be determined according to the assessment weights shown in the unit outline.

Professor Peter Eddey
Provost IMC
5 May 2020

IMC Australian National Institute of Management and Commerce

Student ID:		Student Name:	

FINAL EXAMINATION

Unit:	Unit Code & Name
Date and Time:	DD/MM/YYYY at XX:00am/pm
Time Allowed:	X hours plus 10 minutes reading time
Submission Time	XX:00am/pm to be completed within 10 minutes
Total Number of Questions:	Part A: XX Multiple Choice Questions (if applicable)
	Part B: XX Written Answer Questions.
Total Marks:	100 marks
Instructions:	1. Students are advised to read the exam paper carefully before commencing to answer questions.
	2. Type your name and student ID in the section provided above.
	3. You may start answering questions at any time.
	4. You have 10 minutes after the conclusion of the exam period to upload your completed answer document through Turnitin on Moodle. Answers received after the 10-minute upload period will not be accepted.
	5. Type your answers into this document.
	6. All answers must be typed in English.
	7. This exam is open-book and open-web. You may use any available resource in answering questions except for the assistance of another person.

PLEASE TYPE YOUR ANSWERS IMMEDIATELY FOLLOWING EACH QUESTION

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QUESTION 1   Marks XX

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin vel turpis ac leo pharetra fringilla. Praesent sodales tincidunt ultrices. Proin sed risus metus. Aliquam leo nulla, finibus vitae fermentum et, sodales eu eros. Cras eleifend pellentesque accumsan. Nulla vitae consectetur odio. Maecenas eget mi quis leo vestibulum laoreet quis commodo purus. Nullam venenatis congue pretium.

Type your answer here:

QUESTION 2   Mark XX

Morbi elementum lorem sed tortor interdum, vitae feugiat nisl tristique. Pellentesque lacinia nulla non sapien laoreet porttitor. Etiam quis auctor nulla. Curabitur eget dui pretium, porta lacus quis, rhoncus felis. Donec augue orci, varius vitae tortor eget, finibus vestibulum augue. Interdum et malesuada fames ac ante ipsum primis in faucibus. Cras imperdiet interdum dapibus.

_____

Type your answer here:

Cut and paste workings from your spreadsheet here:

[Example]

	5			
	6			
	7			
SUM	18			