



**ONLINE PROCTORED EXAMINATION RULES,
REQUIREMENTS & SANCTIONS
SUMMER 2023**

- 1) Candidates are required to familiarize themselves with the Examination Policy– Undergraduate and Graduate programmes- General Examination regulations, which can be found in the student/s handbook.
- 2) Candidates are advised to **read carefully the instructions given on the cover page of the question paper and on the assessment page.**
- 3) No extra examination time will be allowed for late start or for any other reason.
- 4) If a student encounters any challenges, he/she should immediately contact: ucconline@ucc.edu.jm and cc: examshelpdesk@ucc.edu.jm .
- 5) The use of cellular phones and other electronic devices, including but not limited to smart watches, headsets, headphones, ear pods, or ear buds, is prohibited. They should not be used or seen on your desk or on your person during the examination.

N.B. ONLY CANDIDATES COMPLETING MATH-BASED MODULES ARE ALLOWED HANDWRITTEN SUBMISSIONS OR/AND TO PHOTOGRAPH THEIR WORK FOR UPLOAD

- 6) Only Non-Programmable Scientific Calculators, **blank paper where permitted**, pens, pencils and erasers are allowed while taking the examination.
- 7) Candidates are required to provide a 360 degree or complete room scan of their environment.
- 8) Candidates who have finished the examination, and have checked and saved their work, **PLEASE UPLOAD ONE COMPLETED DOCUMENT INCLUDING ALL COMPLETED WORK BEFORE THE END OF THE EXAMINATION .**
[For undergraduate students, in addition to the 2 HOURS given to complete the exam, 30 minutes is given to read and upload the completed assessment: TOTAL 2 ½ HOURS. For graduate students, in addition to the 3 HOURS given to complete the exam, 30 Minutes is given to read and upload the completed assessment: TOTAL 3 ½ HOURS.]

NB. The exam starts at the scheduled start time and not when you choose to begin. The exam will close at 2 ½ hours after the scheduled start time for undergraduate students, and 3 ½ hours after the scheduled start time for graduate students.

Write your IDENTIFICATION NUMBER ONLY on each page of your attachments.

CLOSED BOOK EXAM RULES

The following proctored examination indicates basic rules for “closed book” exams.

1. No other person(s) is/are allowed to enter the room while you are taking the proctored exam.
2. The lighting in the room must be bright enough to be considered “daylight” quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must **not** be behind you.
3. The desk or walls around you must not have any writing.
4. The room must be as quiet as possible. Sounds such as music or television are not permitted.
5. Unauthorised material seen in your work area, during the examination, will be reported to the Examination Committee. The penalty can be disqualification from the course if cheating has taken place or if there is evidence of intent to cheat.
6. Candidates are not allowed to wear head gear – including but not limited to hats, tams, caps, or scarves - while taking the exam. An exception is made for headgear worn for religious purposes, in which case, a religious document confirming same must be submitted to the institution upon / during admission. This must be on the official letterhead of an organised religious group and be signed by the person authorised to do so.
7. The following items **must not** be on your desk or used during the proctored examination unless posted rules for the exam specifically permit these materials (not limited to):
 - I. Books (Notebook, Textbooks, Notepad,)
 - II. Papers or Items with notes (Post It, papers with written or typed notes / information of any sort).
 - III. Electronic devices (phones, smart watches, tablets,) which are not required by the assessment.

EXAMINATION CONDUCT

1. You must verify your identity using a valid photo ID that has your name and photo on the same side. The name must match the full name you use as a student at UCC.
2. You must dress as though you were in a face-to-face examination setting.
3. You must not use headphones, ear buds, or any other type of listening equipment.
4. Candidates are advised that they **SHOULD NOT** leave the room after starting the examination or otherwise focus their attention elsewhere; this will be interpreted as an attempt to cheat. In the case of an emergency, the proctor should be advised that the student is leaving the room and the examination may have to be aborted.
5. Candidates are not permitted to submit their work before one (1) hour after the start of the examination.
6. Candidates are not allowed to communicate with any other individual during the examination.
7. Candidates are not allowed to eat or drink during the examination. An exception is made for prescribed medication and in order to get permission to take medication during the examination, students are required to advise their Programme Coordinator of this in writing *before* the examination date and submit the request accompanied by the relevant substantiating documentation.
8. The use of cellular phones and other electronic devices; including but not limited to smart watches or ear pods/ear buds are prohibited and should not be used or seen during the examination.

THE COMPUTER ON WHICH THE EXAMINATION WILL BE TAKEN.

1. The computer you are using to take the exam must not have more than one display or monitor. (For example, if you usually use a laptop with a monitor connected, disconnect your monitor, and use only the laptop screen) **Shared screen or desktop sharing is prohibited with other candidates.**
2. **You must close all other programmes or windows on the computer being used before you begin the exam.**
3. The following tools are not to be displayed on the menu /task or status bar of your computer.

- i. (Including but not limited to) Communication programs such as Skype, Google Meet, Zoom, WhatsApp, Facebook.
- ii. Any website page/s other than the exam window allowed.

PROCTORED EXAMINATION VIOLATIONS AND CONSEQUENCES

MAJOR OFFENSES

The following violations/behaviours are considered MAJOR offenses and if you violate the online proctoring rules the proctor will submit a report to the Examination Committee for action as stipulated in the UCC Examination Policy.

1. Browsing local computer.
2. Browsing other websites.
3. Using any form of artificial intelligence applications or tools to aid or complete an assessment
4. Insertion of previously completed responses or any form of plagiarism
5. Copying exam content on paper or on the computer.
6. Covering the camera / webcam.
7. Not focusing the camera on your face and desk throughout the course of the exam
8. Inappropriate or questionable behaviour (such as looking away from the computer screen or leaving the room).
9. Inappropriate materials on the desktop (For example, “Post it” or “sticky “notes).
10. Using a computer or phone calculator is not allowed by the Examination Rules.
11. Opening Instant Messaging or another computer-based application.
12. Having additional person/s in the room (including children) or speaking to someone else in the room during the examination; candidate asking for or receiving help from someone else.
13. Taking pictures, screenshots, or video recording of the screen.
14. Using another computer or a second monitor.
15. **Failure to comply with proctor requests and/or instructions. (For example, to display ID, candidate fails to perform a room scan or yield in conducting actions that may be classified as a breach of the examinations rules).**
16. Noisy environment or dark room.
17. Improper/Invalid/No ID provided, or Expired ID provided.
18. ID does not match the name on the proctor’s examination list.
19. ID does not match the candidate/Photo ID (unable to be verified by proctor).
20. Volunteering to sit a paper for another candidate or allowing someone else to write your paper (impersonation)
21. **Unauthorised examination material (such as reference materials – notebook / textbook / note pads / any material typed or written, Smart or electronic devices present).**
22. Lateness or failure to take the exam at the scheduled time (no show).
23. Answering / using your phone or electronic devices during the examination.

MINOR OFFENSES

The following violations/behaviours are considered MINOR offenses and will result in your proctor issuing you a WARNING. If a second violation occurs for the same behaviour, **the proctor will submit a report to the Examination Committee for action.**

1. Television and or radio in use or turned on.
2. Candidate is using abusive language out loud or in the chat.
3. Candidate changes place during the examination (moving from one workstation to another)

4. Reading the questions aloud or speaking aloud.
5. **Improper placement of the webcam so that it does not provide ideal viewing for the proctor.**
6. Lighting is inadequate or too strong for the proctor to see.
7. Candidate's internet service is frequently interrupted.

Special Provisions

Additional time or special allowances

If you have a disability and need additional time or specific accommodations to take the examination, please contact your Programme Coordinator at least one month in advance for information regarding your request. **The UCC Examination Unit must approve your request and make any adjustment(s) before you start your examination.**

Please note that if you *medically* require food, drink, or a break during the examination, you must request special accommodation at least one month prior to your scheduled examination by completing and submitting the appropriate documentation to your Programme Coordinator.

ACADEMIC INTEGRITY

You will be sanctioned for plagiarism if you:

1. Copy from published sources, including the internet.
2. Purchase a pre-written paper (either by mail or electronically).
3. Let someone else write your examination paper for you.
4. Reproduce someone else's assessment paper.
5. Submit as your own, someone else's unpublished work, either with or without permission.

Consequences of Plagiarism

If the final work you submit—all of it—is not yours, it does not matter how you came by it. Charges of plagiarism are brought to the attention of Academic Affairs, which initiates an investigation that may lead to formal charges.

The process for the investigation and adjudication of charges may be found on the UCC Website in the *Student Handbook 2022-2023*, pages 73-74.

Plagiarism is a serious offense that can result in a variety of sanctions (including but not limited to, failure of the module in which the plagiarism occurred and suspension from UCC).

**THERE SHOULD BE NO COLLABORATION AMONG STUDENTS ABOUT THE ASSESSMENT.
EVIDENCE OF COLLABORATION (INCLUDING SHARED TEMPLATES) WILL RESULT IN A SCORE OF ZERO FOR THE ASSESSMENT.**

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