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x Once downloaded you must ensure your Zoom account is set up
https://www.canterbury.ac.nz/its/knowledge-base/video-conferencing/
x You must ensure you are in compliance with all the minimum hardware,
software and internet standards and not have a virtual machine running. A
VPN should be fine. For information on Zoom requirements please see here.
x Make sure the camera is fixed on the screen so that it gives a clear video of
yourself and that the room has proper lighting.
x You must then conduct a practice zoom session by setting up and joining a
meeting.
x On the day of the test/exam: please allow at least 30 minutes before the
official start time to ensure your computer is set up properly, your
equipment is working and you have everything you need.
How do I prepare my space to provide 'test or exam conditions'
suitable for successful invigilation?
x Make sure you have a quiet private space where you will not be interrupted
to take the test/exam. You will need to provide ‘test/exam conditions’ in
the space you choose to sit your test/exam in. This means conditions very
similar to what you would expect in a test/exam room at UC.
x You need to be in a well-lit room, with no other people present (including
children) and no interruptions. We suggest that you let your friends and
family know that you are sitting your test/exam and require a private quiet
space for the duration. Put a sign on your door asking people to come back
later and turn your voicemail on.
x Remove anything on your desk that is not related to your test/exam.
x Unless your test/exam is ‘open or restricted book’, your workspace should
be free of papers, books and sticky notes and your walls should be clear of
any documents or materials which may be relevant to the test/exam. For a
‘restricted book exam’, your workspace may only have the approved
materials.
x Your lecturer or the Examinations Office will set the ‘permitted materials’
for your test/exam and you will be advised prior to commencement of the
test/exam. This information will also be made available in your LEARN site
once confirmed.
x Your mobile phone, smart watch or other devices should be turned off or
put away. You are not permitted to wear headphones.
x To ensure your internet connection is not interrupted or slowed, ask other
people in your house not to watch Netflix or download large files while you
are sitting your test/exam.

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What do I need to bring to the test or exam?
Other than materials or equipment specified by your lecturer or the
Examinations Office you will need to have a current photo ID with you when
starting your test or exam - make sure the name you are registered with at UC
when you enrolled is the legal name that appears on your official photo ID.
Forms of accepted photo ID include: UC Student Card, Driver's Licence,
Passport, Government Issued Photo ID.
You can dress casually, however nothing should be covering your face or head.
Hats, beanies or sunglasses are not allowed unless you have a prior exemption
due to religious, cultural or other reasons which have been agreed by the
lecturer (test) or Examinations Office (exam).
Why do I need audio to sit my test or exam?
You will need a microphone (these are built into many webcams). The
microphone is an important aspect of ensuring the integrity of the test/exam,
and to prevent or detect students who may be attempting to cheat. Also, you
may need to communicate with the invigilator/supervisor for help.
Can I use a tablet or mobile device, or virtual machine to take my test
or exam?
No, unless specifically advised otherwise. Please see the hardware, internet
and software requirements for the relevant specifications and allowed devices
and operating systems.
What if I don’t have a webcam?
You will need to buy or borrow a webcam to sit your supervised test/exam
online.
We recommend a webcam with 1280×720 resolution and built-in microphone.
These are fairly inexpensive online or from a local retailer. If financial
assistance is required please use:
https://www.canterbury.ac.nz/support/financial-assistance/
If your computer or laptop has a built-in webcam you should be able to use
this. The webcam must be able to view your face and hands for the exam.
Webcams which are at the bottom of the screen may not be used.
What are the hardware and internet requirements on my computer?
How can I make sure they work?
These are located at https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux. Please test out Zoom by setting up a
meeting and trailing with classmates, friends and family.

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Do I have to do my test/exam at home or can I do my exam in a public
space such as a library?
You don’t have to do your exam at home, but you will need to provide exam
conditions wherever you choose to take it. This means you may not have any
other people in the room, and you should not be interrupted. A private study
room in a library would be fine, but a public space in a library, coffee shop or
airport would not be suitable. If you are considering using a computer owned

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x Set up a different profile on your computer. You can create a ‘guest’ account
on your computer from which there is no access to your usual files or
internet history – this would mean that even if you opened a file explorer or
new web browser window accidentally during your test/exam there would
be nothing to see. How to do this will depend on the type of computer and
operating system you have.
x Use a different computer. Some students are able to book a room in a public
or university library, with a different computer.