

FREQUENTLY ASKED QUESTIONS

ASSESSMENT TIMING, ACCESS, SUBMISSION

All times in this document refer to AEST

1. Which Courses have final timed assessments?

The format of the final assessment task in each Course is identified in the Course Guide (Part B) for your Course, and on the Canvas Course Page. In general, all Priestley 11 core/compulsory/capstone Courses will have final timed assessments. Law electives (non-compulsory) may have a final timed assessment, take home exam, or other task.

While traditionally final timed assessments take the form of an invigilated exam, if this is not possible due to COVID-19 (etc), an alternative timed assessment will be set online. This arrangement accords with the requirements of the VLAB accreditation body.

Consult the **Schedule for Final Timed Assessments**, your Course Guide, Canvas, or ask your Course Coordinator if you are unsure if your course has a final timed assessment.

2. What date will my final timed assessment be held?

Your final online timed assessment is held during the 24-hour window between **00:00 and 23:59** on the **date** specified in the **Schedule for Final Timed Assessments (see attached document)**.

Example: Your assessment is scheduled for Monday 15 February 2021. Your assessment will be available between 00:00 (midnight) and 23:59 on Monday 15 February 2021

3. Where do I find my final timed assessment?

The assessment question can be accessed by links on the Canvas page for your Course. It is your responsibility to make sure you know where to find these links and how to access the question from the relevant portal.

The Course Coordinator will usually make a practice final assessment available, to allow students to familiarise themselves with the processes involved (see below).

4. When will my final timed assessment question be released?

Your Final Timed Online Assessment question will become available at 00:00 on the scheduled date for your assessment. The question will be removed at 23:59.

5. How long will I have to complete my final assessment within the 24-hour window?

In general, you will have **2.5 hours (150mins)** to complete your final timed assessment **within the 24-hour window**. You can confirm this by checking the details of your final assessment in the Course Guide (Part B), Canvas, or ask your Course Coordinator.

You may be given longer to complete your assessment task, under an ELP, Special Consideration approval etc. (If so, you should interpret the following advice as if it were the longer assessment time).

The assessment time *includes* time to download the assessment task and upload your response via Canvas. **You must upload your response within the allotted 2.5 hours/150mins.** It is your responsibility to ensure you allow sufficient time to upload your response. **Once your assessment time ends, you will no longer be able to upload your answers.** The Canvas portal includes a countdown clock so that you can see how much time you have remaining.

6. Will I have a chance to practice using this new system?

Yes, Course Coordinators usually create a practice final assessment module in the Course Canvas, similar in format, substance, and location, to the final assessment task. Practice assessments are available by Week 12 or as advised by your Course Coordinator.

*Practice final assessments show as a **Quiz** on the Course Canvas. They are **ungraded** and there is **no limit** on the number of times you can attempt the practice task. The practice final assessment will not show in your Gradebook.*

7. How do I submit my response?

Submitting your response is done in two stages:

- **First, submit your response to Turnitin**, to check for correct referencing of material from primary and secondary legal sources. Your final online timed assessment must be your OWN work. Like for invigilated exams and other assessment tasks, you are required to complete this task in accordance with RMIT standards on academic integrity. Academic misconduct, including collusion or plagiarism, will attract a heavy penalty and will be reported to the University for investigation. It is essential that the integrity of the assessment process is maintained.



- **Second, upload and submit your response through the submission point in the assessment portal (Quiz) in Canvas**, in order to stop the Countdown Clock and recognise that you have completed the assessment within the allotted time. If you do not submit your response through the correct portal (ie submit to Turnitin without then submitting in Canvas) the system does not record your response, and it may not be marked as on 'time'.



8. Can I keep the assessment question?

We understand it is not feasible for students to return the assessment question to RMIT upon the completion of this assessment, as would occur in invigilated exams. Nevertheless, RMIT policy is that you **do not share or disseminate** your assessment question with any other student, or group. Unauthorised use of the assessment question (sharing/disseminating) will breach your academic integrity obligations: attracting a heavy penalty, and may affect your admission to legal practice.

TROUBLE SHOOTING

9. What happens if I don't upload my assessment within the 2.5-hour window?

The portal to submit your uploaded assessment through Canvas will automatically close after 2.5 hours (150 mins) from the time of download, as indicated by the Countdown clock in the assessment portal. It is your responsibility to ensure that you have uploaded and submitted your assignment within this time.

Subject to technical difficulties (below) assessments that have not been uploaded within the permitted timeframe will not be marked.

10. What happens if I have technical difficulties / poor internet connection?

If you experience technical difficulties:

1. **Stop writing**
2. **Take a screenshot / photo** of your screen of whatever technical issue is occurring. If possible, take a photo that includes the Countdown clock as this will help us to validate that your technical difficulty happened within the assessment window.
3. **Email your Course Coordinator** to advise of the problem and include the screenshot/photo and your incomplete/unsubmitted assessment response up to that time.
 - a. **Do not** continue working on your answer while waiting for a successful upload etc. Or once your allotted time has ended do not re-save or modify: as the 'last modified' details of your document will assist you to corroborate when you experienced difficulties during your assessment. If your document has been modified more than 2.5 hours after you downloaded the assessment (reminder: something as simple as renaming your document will change the modification time), your assessment will not be marked.
 - b. You should email your Course Coordinator before the assessment time finishes if possible, or as soon as possible after that. It is much easier for us to assist you resolve difficulties reported within your assessment time, or within minutes afterwards. It is more difficult for us to assist you if you do not email until hours later, or even the next day(s).

In most cases, your Course Coordinator will be monitoring their email during business hours on the scheduled assessment date for this exact reason.

SPECIAL ARRANGEMENTS: EQUITABLE LEARNING PLANS, DEFERRAL

11. I have an Equitable Learning Plan, what does this mean for me?

If you have an Equitable Learning Plan, you must comply with the instructions in your ELP for making special or alternative arrangements for your final timed assessment.

If your ELP includes special arrangements for invigilated exams – these will also apply to your final timed assessments. This is usually done for you, and any special arrangements are communicated to you prior to the assessment period. You will have a separate, clearly marked, portal through which to access your assessment. It is your responsibility to make sure you access your assessment through the correct portal. Only your separate portal will accommodate your individual requirements.

Please check that the additional time for your assessment is correct before you begin. If you believe it is incorrect, email your Course Coordinator immediately – do **not** begin your assessment.

If you have an ELP but it does not include any special arrangements for invigilated exams or final timed assessments, you must access and submit your task via the main portal.

12. Can I ask for my assessment to be scheduled on a later date?

No. Final timed assessments are scheduled by GSBL within the prescribed final assessment period. If you cannot complete your assessment within the scheduled time (for whatever reason), the only way you can apply for an extension/deferral is to apply for [special consideration](#).

Please note special consideration can only be applied for up to a certain time after your scheduled assessment time. You will **not** be eligible for special consideration if you have submitted your assessment task.

13. What if I am distracted or interrupted during my assessment time? What if I feel that my assessment did not go well?

We understand that it can sometimes be challenging to schedule time to sit your assessment outside the University, in a quiet space, and free from interruptions. We provide you with as much notice as possible of the Assessment Schedule to enable you to arrange to complete your assessment in a way that will suit your circumstances. It is your responsibility to make these arrangements, as it is unlikely that you will be granted special consideration for distraction or interruption in order to the resit the assessment later.

Please note, special consideration can only be applied for up to a certain time after your scheduled assessment time. You will **not** be eligible for special consideration if you have submitted your assessment task.

TIME MANAGEMENT, ANSWER FORMAT, WORDLIMITS, REFERENCING

14. Do I have to complete parts of the assignment within a particular time?

No, it is up to you to decide how you wish to spend the time allocated to your assessment. We strongly recommend that you allow:

- **15 minutes** (divide between start/end) for downloading / uploading / submitting
- **15 minutes** (at least) for reading and note taking; and
- **2 hours** writing time.

If your Course Coordinator has provided you with a breakdown of marks for the assessment task, you can make additional plans about how long you will spend on each question.

15. Is there a word limit?

Yes, a general maximum word limit applies to all final timed assessments. Please see details in the Course Guide (Part B) for your Course. Please also review the penalties that apply for exceeding the word limit.

16. Do I have to use a certain format in my answer?

Answer structure: No, there is no change to the way you should structure your answers due to changing from invigilated to online assessments.

Document type: You must upload your response as either a Word Document or PDF.

Document format: You can type your answers into the final assessment paper OR create your response as a new document. Whichever you choose be sure to:

- Identify the question that your answer relates to (do not make your examiner guess which question you are trying to answer!)
- Distinguish between the question and your answer (e.g. change the text of the question/facts to bold / colour / underline / italics / highlight) so that it easy for your examiner to see what text is part of the question / facts and which is your response.

Document file name: GSBL use a particular naming protocol to identify the document set for your assessment. Please amend the name of your uploaded document to include **your student number** or **last name**, which will make your document easily identifiable as your answer (not the assessment question document and/or a response by other student who also has not renamed the file!) should your examiner download your response for marking.

Can I use abbreviations for party names etc? Absolutely! We expect that you will use abbreviations etc to save you time in this kind of assessment. Unless they are obvious, remember to define the term at first use to avoid confusion! Please avoid using abbreviations excessively.

Can I hand write my answers and upload them via a scanned document? Typing is preferred. If there is a specific reason for you to hand-write your assignment, you must arrange this before the assessment by speaking with the Program Manager to obtain **prior written approval**. Note that the time taken to scan any written document and upload it to Canvas will be included in your assessment time, you will not be given additional time for handwritten responses (except in accordance with ELP requirements). If handwriting your assessment, it is your responsibility to make sure your handwriting is legible.

17. Do I need to reference/footnote my answer?

Yes, you must reference your sources. Referencing according to AGLC **is not** expected. Like for invigilated exams, we expect short, clear and consistent references in-text (in brackets / bold / coloured etc) - that enable us to identify the source to which you are referring. This can be a short phrase, single word, abbreviation etc. Footnotes are not required.