



The following exam rules are outlined to help you understand what is and is not permitted when sitting online exams or any online assessment conducted under exam-like conditions at Charles Sturt University. These are provided to further support Charles Sturt's [Student Misconduct Rule](#). Further information can be found [here](#). If you have any questions about the rules you should speak with your Subject Coordinator in the first instance.

Understanding The Difference Between Academic Misconduct and Exam Rules

A breach of the **Exam Rules** may indicate that academic misconduct has occurred. A breach in exam rules can occur independently of academic misconduct and may result in penalties being applied.

The answers you offer in an exam should be your own work and if reference materials are permitted, your responses should be in your own words unless an appropriate citation is provided.

A student may be found guilty of **Academic Misconduct** if they gain an unfair advantage within an exam.

Academic misconduct: may involve:

Plagiarism	copying from any source without correct referencing &/or paraphrasing or in-text quotation marks. This includes memory recall of lecture notes that are not paraphrased
Cheating	where someone else sits your exam, sourcing/copying answers from anywhere, gaining help or information from any source, when not permitted. This includes accessing any website that contains information on assessment items
Collusion	communicating by any means with another person in a way that may provide unfair advantage, includes having another person in the room or sharing questions/answers may also include any activity that enables another student to cheat
Unfair advantage	any activity that creates unfair advantage over other students.

Types Of Exams

Open book	Any study materials including textbooks are permitted. Excludes access to file sharing, contract cheating websites or any media where answers are shared
Closed book	No study materials are permitted
Invigilated	Also known as proctored or supervised. May apply to open or closed book exams. The exam is monitored either by a person or through the use of technology.

Undertaking An Exam

By sitting an exam, you are declaring that you are fit to do so. Your exam may take place face-to-face or via an online exam platform. If you feel unwell and cannot continue with the exam you should leave the exam, take note of the time, and complete a special consideration application in accordance with the University [Assessment Policy](#).

Exam Rules

Exam rules are in place to ensure that you understand what is expected of you whilst undertaking an exam. The exam rules that you need to follow will depend on the type of exam that you are sitting. Please consult your subject outline for specific subject information, however, it is important that you read these rules carefully before completing your exam as these apply to all online exams. Please note, breaking an exam rule is a serious matter and may lead to serious repercussions. For instance, if you do not follow these

rules, an academic penalty may be applied. If you have any questions about the Exam Rules, please contact your Subject Coordinator and or seek online study support [here](#).

Exceptions

A Study Access Plan (SAP) can allow student access to software, equipment and adjustments. Those students with SAP have approval for what is listed under Alternate Exam arrangements in their SAP and having those adjustments are not considered exam misconduct. Your subject coordinator may also make exceptions to the exam rules. Any exceptions will be clearly stated in the subject outline.

Prohibited materials

What you can have with you in your exam will be listed in your subject outline. You must always have your CSU Student photo ID card on hand when requested at the commencement of supervised exams. Any materials other than those specifically listed are prohibited.

Mobile phones, watches, and electronic devices	All electronic devices are to be switched off and must be placed under your desk, either in a clear resealable plastic bag, or on the floor. These include mobile phones, smart watches/devices, tablets, and music players. You cannot use your mobile phone as a calculator for your exam, unless expressly permitted by the subject coordinator. Should you experience technical difficulties during your exam, you may use your mobile phone to contact Charles Sturt University Exams Hotline by calling 1800 275 278. If you need to use your phone as a hotspot during your exam, please let the supervisor know.
Calculator	If allowed in the exam, your calculator must be internally powered, silent, and non-programmable with the memory cleared prior to commencing the exam.
Communication with other people	You are not permitted to communicate with any other person/people while undertaking your exam (unless this is the CSU exams help team for technical assistance). This includes communication with others in the room or via any electronic devices/group online chats/social media. You cannot have other people in the same room as you, whilst completing your exam under any circumstances. If you require support in your exam, for example a reader/scribe those provision are only approved through a Study Access Plan. To investigate this potential adjustment please contact the disability service on access access@csu.edu.au . Please be aware that deadline exists to implement exam adjustments and as such you need to contact the service at least 6 week before the commencement of the exam period.
Dictionaries	In closed book exams, you cannot use electronic dictionaries or discipline-specific dictionaries such as medical, legal or life science dictionaries. Answers to all exam questions, and in all work submitted, must be in English unless otherwise directed. Translation dictionaries are not permitted in an exam. If you need a translation dictionary, please contact your Subject Coordinator in advance of the exam to obtain written approval.
Camera and microphone	If your exam is online and supervised, you must have a working camera and microphone. Your camera must be switched on and your entire face must be clearly seen in the camera frame with adequate lighting. Microphones must always be switched on during the exam with a microphone sensor at maximum. You will not be able to sit the exam if these devices are not working. You may turn the sound down so that you are not disturbed so long as this does not affect your microphone.
Toilet breaks	Toilet breaks are permissible but should be avoided where possible.