Supporting academic integrity while using Intelligent Remote Invigilation System (IRIS)

The following information should be provided to students when using IRIS to remotely invigilate assessments. This information can be provided to students within the unit outline or on the LMS unit site as appropriate.

- Your computer must have a functioning microphone and webcam, and recording of sound and video must be enabled and not obstructed at any time.
- This assessment must be completed by you without assistance from other individuals.
- You are reminded that possession of unauthorised material in a test/examination or any other form of cheating or attempting to cheat in a test/examination is not permitted.
- You are not allowed to leave the room during the assessment.
- The environment where you take the assessment must conform to the following:
  - a well lit room, your face should be adequately lit and not be in shadow
  - a quiet room, no music playing
  - remove any hats
  - do not wear headphones or earbuds
  - avoid placing your hands on your face during the test
  - no other people in the room, no communicating with others by any means
  - clean desk or table, nothing on the desktop except the computer and the authorised material as per the Unit Outline
  - no other electronic devices.
- By clicking on ‘Begin’ to start your assessment you agree:
  - to answer the questions in the assessment without obtaining assistance from another person;
  - not to share answers or to discuss any of the questions with anyone during or after the test;
  - not record or copy, memorize, communicate, distribute or otherwise steal the intellectual property contained in the assessment.
- You accept that if any of these conditions are violated, you may be subject to an academic integrity breach and appropriate action will be taken as per University policy.

The following clauses from the Assessment and Student Progression Manual - Regulations for the Conduct of Examinations and Invigilated Tests Procedures are relevant to remotely invigilated assessments using IRIS:

- 2.2 Students require a valid student ID
- 2.4 Examinations will be conducted in venues that are conducive to the examination process
- 2.17 All hats and caps are to be removed unless relating to obligatory religious requirements
- 2.28 During an examination a candidate will not:
  - Communicate with any other student
  - By an improper means, obtain or endeavour to obtain assistance in their work
  - Give, or endeavour to give assistance to other students; and
  - Behave in such a manner that is inconsistent with the Student Charter or the proper conduct of the examination
- 2.29 During an examination, students are prohibited from:
  - Accessing or using an mobile phone or unauthorised electronic device;
  - Accessing or using any device capable of storing information or connecting with another device, but not limited to electronic devices;
  - Accessing or using any notes or unauthorised materials;
  - Using any device capable of communicating with another person inside or outside of the venue; and
  - Interacting or colluding with any other person inside or outside the venue.