

# Instructions to Students taking Online Exams Summer 2022

Below you will find detailed instructions for taking online exams via Blackboard. Please ensure you also read the [Regulations for the Conduct of Students during Online Examinations](#).

*At any point before, during or after the exam, if you have an issue please email the Exams Officer, Celine Blacow at [celine.blacow@iadt.ie](mailto:celine.blacow@iadt.ie). Celine will be your first port of call and she will liaise with the various teams and your lecturer to try to resolve the issue. Depending on the issue, you may receive a reply from others to solve the problem.*

## Instructions

- 1 Before the day of your exam we recommend that you watch [this instructional video](#) which is also available on the Blackboard landing page. We strongly advise you to watch this prior to the day of your Exam (it's 5 minutes long). The video has a transcript in the description if you have an issue with hearing the instructions.
- 2 Make sure you can access Blackboard before the start of the exams. If you have any issues with this, please contact [support@iadt.ie](mailto:support@iadt.ie) immediately. We strongly advise you to find and test the Dummy Exam on Blackboard before the day of your exam.
- 3 When your exam is due to start it will appear under Courses on Blackboard at <https://vle.iadt.ie/ultra/course> - if you cannot find your exam, you may need to filter by Term (look for Summer Exams 2022) or refresh the page. It will **not** appear until the exam is scheduled to start.
- 4 We strongly advise you to use Chrome, Firefox or Edge as your browser during the exams and to test your browser of choice with the Dummy Exam before the day of your exam.
- 5 The online exam paper will become visible at the scheduled time. If you've logged in prior to the start time, you may need to refresh your browser to see the paper.
- 6 Read all your paper instructions before you begin. This is really important and will assist you with your exam/MCQ.
- 7 Your exam paper will either be available as either a Word file or an Excel file (unless it is an MCQ). You can download either or both of these programmes from Office.com by logging in with your IADT Microsoft credentials (username [n001234567@iadt.ie](mailto:n001234567@iadt.ie) and your normal password).
- 8 If requested, complete your answer on the exam paper. This does not apply to all exams.
- 9 On completion of your work, upload your saved file to the appropriate place on Blackboard. Follow the instructions on [the video](#) if you are unsure of where this is. You don't have to wait until the exam is over before you upload. If you had any issues during the exam or wish to make a comment,

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there is a comment box available for you to leave a comment for your tutor. Please note, this step is slightly different for MCQ type exams, which will auto save and submit as shown in the video.

- 10 All students, by undertaking the online examination, are declaring that they have read [the IADT Plagiarism Policy and Procedures](#) and the answers to this Open Book exam are their own original work; they have used the resources that were available to them appropriately.
- 11 If you have any queries while taking the exams or you have any issues accessing Blackboard, please email [celine.blacow@iadt.ie](mailto:celine.blacow@iadt.ie). Celine will be your first port of call and she will liaise with the various teams and your lecturer to try to resolve the issue. Depending on the issue, you may receive a reply from others to solve the problem.
- 12 If you feel that you cannot undertake your online exam due to technological issues, illness or any other circumstance, you will be allowed to defer these exams until August. The deferral form is available from <https://www.iadt.ie/study/current-student-info/leave-of-absence-deferral-of-assessment>