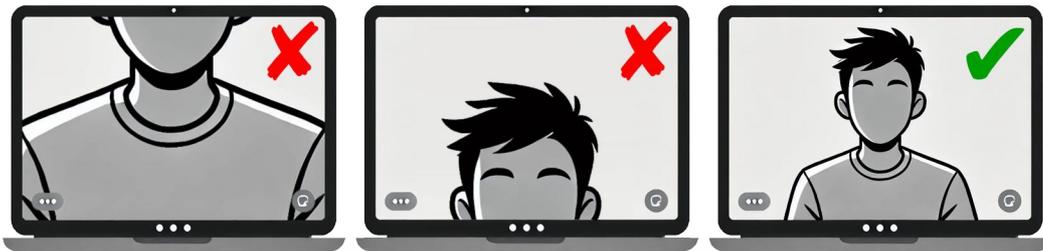


University of Auckland - Mode B Instructions

IMPORTANT: PLEASE READ THESE INSTRUCTIONS

Webcam

During Mode B exams, you are required to stay in full view of the webcam to comply with the necessary invigilation measures.

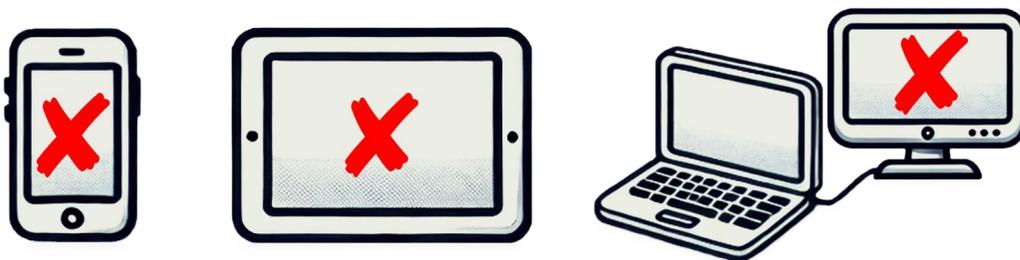


Avoid sitting too close to the webcam, positioning its viewing angle too high or low, and blocking your webcam in any way.

Ensure that you are seated somewhere comfortable and in a position that allows the webcam to capture a clear view of your face and upper body throughout the exam.

Secondary devices and monitors

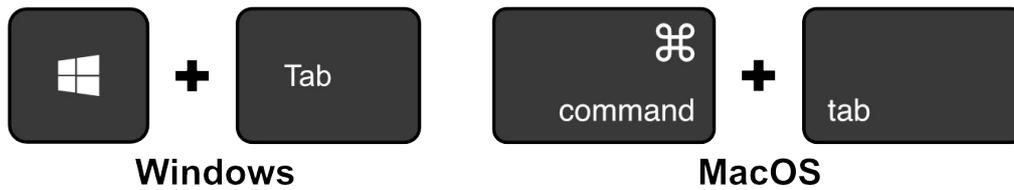
You **MUST NOT** use additional devices or monitors during this exam. If you are using a laptop, you are only permitted to use the built-in screen **OR** a single external monitor with the laptop lid closed. For those using a desktop computer, only one monitor is permitted.



All work, including accessing notes or source material (in open-book and restricted-book exams), must be done on the device you are using to take the exam.

- *The only exception is if you are required to provide a handwritten file-upload component as part of the exam. In which case, a phone or tablet may be used to take a photo of your work for upload.*

For open-book and restricted-book exams, you can access permitted applications on your device (such as notes or a web browser) by using the following keyboard shortcuts:



Copying and pasting exam content

You **MUST NOT** take screenshots, photos, or copy and paste exam content (such as questions, case studies, and images/graphs) for use during or after the exam. The entire exam will be made available for review once results are published.

- *Copying and pasting keywords or phrases for the purpose of searching your notes, online, or to look up definitions/translations is acceptable, but you should refrain from copying entire sentences or paragraphs.*

We strongly recommend that you write all your answers in Inspera. Doing so will ensure that your progress is saved regularly and will eliminate the need for copying and pasting exam content outside of Inspera.

Translation tools

For most open-book exams, you are **ONLY** allowed to translate keywords or phrases that you may be unfamiliar with, similar to how you would look up a dictionary definition. **However, you MUST NOT translate full sentences or paragraphs, including exam content and answers written by yourself.**

Keywords	✓		✗	Exam questions
Definitions	✓		✗	Full sentences
Short phrases	✓		✗	Paragraphs

Translation tools are **NOT** permitted in language courses or exams with a book designation of closed-book or restricted-book.

Academic integrity

You must adhere to these instructions to ensure proper invigilation throughout the exam. **Failure to comply will be treated as a breach of academic integrity.**

Want to learn more about mode B exams?

For more information regarding mode B exams, please visit the [FAQ page](#). However, if you are still unable to locate an answer to your question, please email Assessment Services at exams@auckland.ac.nz.