



Changed arrangements for September 2021 examinations

Information for Diploma in Law Students

Issued 27 July 2021

Essential Summary

All exams in September 2021 will now be held online. None of the LPAB's usual exam venues in NSW will operate in September 2021.

We deeply regret any inconvenience, but this change is necessary due to public health orders in NSW and the need to provide students with certainty about exam arrangements.

Instructions about preparing for an online exam will be emailed to students on Monday 9 August 2021. Online exams in September 2021 will use different arrangements than previous semesters (and will *not* use Canvas this time). Every exam will still be held at the scheduled time and date as shown in the [published timetable](#).

A student who is unable to sit an exam online may [apply for a special arrangement](#) to sit in-person at a special venue in the Sydney CBD. Places for such in-person exams will be strictly limited. There is no longer any need to apply for a special arrangement to sit online.

What you must do to prepare

1. check asap that your computer equipment is suitable¹

- to confirm your computer or laptop will support an online exam, follow this link for an instant check: <https://hardwarecheck.assessapp.com.au/>
- if the check displays four green ticks, your computer or laptop is ready
- if you do not see four green ticks, please email support@assessapp.com.au with the words 'LPAB September exams' in the email subject field
- please note you cannot sit an online exam with a mobile phone or tablet

2. email us your identification by Wednesday 4 August 2021

- send an email to lpabexams@justice.nsw.gov.au and attach:
 - a passport-style digital photo of you in jpeg file format AND
 - a scan of an ID document that contains a clear photo of you
- in the subject field of your email, enter the word 'photo' together with your LPAB student number and name eg: Photo 221234 Jane Citizen
- name your digital photo file with your LPAB student number and name
- ideally you should take the digital photo with the computer or laptop you will use to sit the exam
- ensure the file size of the digital photo is at least 100KB (kilobytes)
- this pre-exam identification process is necessary for you to be quickly identified by the online system at exam time

¹ If you plan to use computer equipment that is issued/controlled by your employer, you should ensure that your employer's IT environment will support access to the online exam system.

3. undertake a short online practice exam **by Friday 27 August 2021**

- the practice exam will enable you to become familiar with the online exam experience
- you will be emailed your login details for the online exam system on Monday 9 August 2021 along with:
 - instructions for installing the exam software and taking a practice exam
 - a link to a webinar to be held on Monday 9 August 2021 which will demonstrate the process. The webinar will also be recorded.

Conditions for sitting an exam online

Every online exam will be supervised remotely by webcam and will be subject to conditions closely matching those at an exam venue. This includes a prohibition on access to any web and digital resources.

All exams in September 2021 will be 'open book' format. There will be no restrictions on hard copy material (handwritten or printed) to which a student may refer during an exam.

When sitting an exam online every student will be required to:

1. log into our secure exam system and connect via online chat to the exam supervisor
2. pass an identity check
3. consent to recording of your webcam video, audio and computer/laptop screen
4. remain logged in and connected to our secure exam system throughout the exam
5. be supervised remotely by webcam, microphone and screenshots
6. comply with all conditions for the exam. For example, these may include:
 - always remaining in view of the webcam
 - responding to the exam supervisor when required
 - not speaking or interacting with any person other than the exam supervisor
 - not using any other digital device such as a mobile phone
 - not using any other software during the exam.

The secure exam system will be configured to prevent a student who sits online from:

1. accessing the internet
2. accessing any digital resources on the computer/laptop at which the student is sitting the online exam
3. accessing any software on the computer/laptop, other than the secure exam system
4. copying and pasting digital text from any source into the exam answer window.

Questions

After reading this information, if you have a question please email the Office of the LPAB at lpabexams@justice.nsw.gov.au.

The LEC does not have any further details, so please do not contact the LEC about exams.

Office of the LPAB
27 July 2021