

Camera setup and conduct during the examination

Purpose of the camera setup

The purpose of the camera setup is to provide the invigilator with a clear and continuous overview of the candidate and the entire examination area. The setup must allow the invigilator to monitor the candidate and the entire examination area.

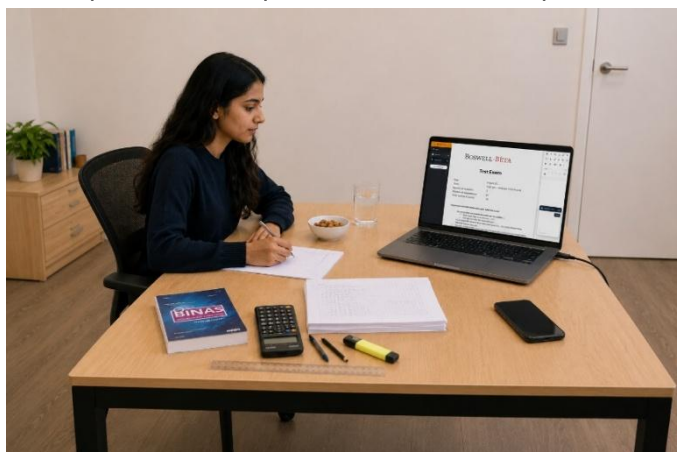
Throughout the examination, the camera must clearly show:

- the candidate's face, head, torso, both arms and both hands;
- the complete workspace and all examination materials;
- the screen of the device running Exam.net;
- **enough of the surrounding area** to ensure that no person, paper, device or other object can enter or leave the examination area without being visible.

The camera view must remain clear, stable and unobstructed throughout the examination. Nobody else may be present in or enter the room during the examination.

You should test and adjust your setup well in advance of the examination date. Use the same room, desk, device, camera position and lighting that you intend to use during the examination. The examples below illustrate suitable camera positions.

Examples of compliant camera setups



Side view with clear margin

The camera is positioned to the side of the candidate slightly above desk level.

The candidate can see the exam clearly and can use all permitted materials comfortably without obstructing the camera view.

This provides a wide and unobstructed view of the candidate and the workspace.



Wide diagonal front view

The camera is positioned diagonally in front of the candidate slightly above desk level.

The candidate can see the exam clearly and can use all permitted materials comfortably without obstructing the camera view.

This provides a wide and unobstructed view of the candidate and the workspace.

Minimum visibility requirements

The camera must clearly show:

- your entire face;
- your head and torso;
- both arms and both hands;
- the full area of the desk surface being used;
- all permitted examination materials;
- the screen of the device running Exam.net; and
- sufficient space around the desk.

The complete examination area must be clearly visible. Both hands and all examination materials must remain within a central area of the camera view, with sufficient space between them and the edge of the image. Wherever possible, all desk edges within the candidate's reach should also be visible. This helps ensure that papers, devices or other objects cannot be moved into or out of the examination area without being seen.

Desk setup

The desk must be cleared before the examination. Only the following items may remain:

- two separate paper stacks: one of unused paper in the writing area and one of completed handwritten pages;
- writing materials;
- an approved calculator;
- a fully charged phone, placed screen-down and kept in view; and
- a drink and snack, if desired.

No bags, books, notes, additional devices or other personal items may remain on or immediately around the desk unless explicitly permitted.

Subject-specific materials

- Biology, Chemistry and Physics: a BINAS data book and a scientific calculator.
- Mathematics: an approved Graphical Display Calculator in exam mode.

Room and lighting

- You must be the only person in the room.
- Headsets and earbuds are not permitted.
- **All other screens in the room must be switched off and covered**, for example with a towel, an opaque large plastic bag or a piece of cardboard.
- The room must be well lit. Direct sunlight shining into the camera must be avoided.
- The camera image must not be blurred, dark, overexposed or obstructed.
- The room and surrounding area should be as quiet as reasonably possible.

Why these requirements are necessary

Strict camera and examination rules are necessary to protect the integrity and value of the examinations and to ensure that candidates who follow the rules are treated fairly.

We understand that arranging an appropriate setup can sometimes be practically challenging. These instructions are intended to help candidates prepare correctly in advance. However, each candidate must make every reasonable effort to provide the clearest possible view and prevent uncertainty about what happened during the examination.

Problems should be identified and resolved before the examination. Once the examination has taken place, an incomplete or insufficient recording cannot be corrected and may result in the examination being declared invalid.

Conduct during the examination

- The room and surrounding area must be as quiet as possible. Please take reasonable steps to prevent conversations and other disruptive noise inside or immediately outside the room.
- You may not speak, whisper or move your lips as if speaking, unless you are communicating with the invigilator or have been given permission to do so.
- Your hands must remain clearly visible, on or above the desk.
- You should normally look only at your examination screen, examination papers and permitted materials. Repeated or unexplained looking away from the examination area may be considered suspicious and may result in disqualification.
- All papers, devices and other permitted objects must remain fully within the camera view. They must not touch or pass beyond the edge of the camera image. If a paper or object disappears from view, or if the recording does not allow us to determine whether anything was moved into or out of view, the exam may be declared invalid.
- You may not move or adjust the camera without the invigilator's permission.

You must make every reasonable effort to provide a complete and unobstructed view and minimise the risk of uncertainty about whether the examination rules were followed.

Failure to comply with these requirements may result in removal from the examination or disqualification, including after a later review of the recording.

Candidate responsibility and review of recordings

We may provide guidance on your setup, but it remains the candidate's responsibility to ensure that the camera setup, examination area and conduct comply with all requirements.

Any guidance provided before or during the examination is advisory and does not transfer responsibility to the invigilator. The fact that no concern is raised during the examination does not mean that the camera setup has been formally approved.

The entire examination session is recorded and may be reviewed during or after the examination. If a later review shows that the camera position, image quality, visibility or conduct did not meet the requirements, the examination may be declared invalid.

Serious or deliberate violations may result in disqualification from future examinations for a period of up to two years.