Online Exam Settings Checklist

Status	Action	Description
	Create a final exam folder	Within the Assessment folder, create an 'Assessment - Final Exam' folder and ensure it is visible to students. If it is hidden, this will prevent students from viewing troubleshooting information, Respondus information and the practice test where relevant. Students will not be able to open the examination until the examination release conditions have been met.
	Add Respondus information link (only when using Respondus)	The Respondus information link below should be provided in the Assessment - Final Exam folder and made visible to students. This is for students' quick reference, which also includes a quick download link to the most recent version of Respondus. https://www.jcu.edu.au/learn/guides/respondus