

Digital Exams in the Science Teaching Hub

The Science Teaching Hub (STH) can support up to 540 students during digital exams, using both the Laboratories and the central engagement space on the ground and first floors. However, it does have some limitations. This short guide is designed to help you assess whether your exam is suitable for the STH, and if it is, what steps you should take in advance of the exam to support the student and invigilator experience.

Criteria for assessing suitability of STH as a venue for the digital exam:

- **The online exam is an MCQ or short answer format and any images within the exam are low-resolution**

Wifi connectivity across STH is good when the data transfer between device and the exam platform is normal. Exams transferring high resolution images or large data sets between devices and the exam platform should be held in a PC classroom where the PCs are wired to the network.

- **The exam running time is a maximum of 2 hours**

This reduces the risk of STH device losing battery power during the exam.

- **The exam does not require a large screen to see the full question**

STH devices have a slightly smaller screen than normal laptops. If the exam poses questions with large amounts of information on screen students may have to scroll up and down more than they would in a PC classroom.

- **The exam will be hosted on one of the following platforms:**

- **MyAberdeen** with or without the lockdown browser Respondus
- **ExamWrite** with lockdown browser SEB (Safe Exam Browser)

STH devices cannot be put into 'exam-mode' (where the device does not allow access to the internet). If exam-mode is required, it should be held in a PC Classroom.

If your exam meets the above criteria, please advise the **Central Timetabling Team** when they begin the Exam Timetabling Process.

Preparing for a digital exam in STH

The rest of this guide assumes that exam space in the STH has been booked via Central Timetabling Team, and that Science Teaching Hub technicians and the Estates team have confirmed their availability to support arrangements.

The following checklists will help ensure that you and your students are prepared for an exam in the STH:

Before the exam

- **Advise students where the STH is located, and the room they will be taking their exam in.**

- The building is located next to The Sir Duncan Rice Library, on the corner of Bedford Road and St Machar Drive. [Science Teaching Hub | The University of Aberdeen](#)
The main entrance is at the front of the building facing Bedford Road.
- It's possible that multiple digital exams will be running in the building at the same time, so students must go to the space allocated for their exam (e.g. STH Ground floor central engagement space, STH lab 0004 or STH lab 1001).
- The central engagement space will have a traditional exam desk and chair, whilst exams in the Labs will use the high benches and stools.
- **Remind students that they will need their University username (e.g. u99jb25) and password to login to devices.**
 - Students can check this by logging into a library or PC classroom device. It is **strongly recommended** that students check well in advance of the exam so that they have time to resolve any login issues.
 - Resetting a password just before an exam can be stressful, time-consuming and disruptive.
- **Prepare an emergency pack for the day with some printed exam papers and pens**
 - These can be issued to students experiencing technical difficulties on the day.

On the day:

Invigilators should follow the detailed guidance within [Digital Exam Guidance for Invigilators](#). In addition to this guide please:

- **Advise students to switch off or put into flight mode all electronic devices** before storing them in the STH lockers.
- **Ask students to login to their device immediately on seating, using their University username and password.** If there is an issue with remembering the password, press Ctr+alt+delete and click on the option of resetting password. However, this may not be possible on the day due to multifactor authentication requirements on their other device and the student may have to complete a printed examination.
- **If the exam uses a lockdown browser, the invigilator may have to give students the entry code to access the exam.** (See Invigilator guidance linked above)
- **Advise students at the start of the exam whether there will be automatic or manual submission at the end.** (See Invigilator guidance linked above)
- **Tell students where the STH fire exits are.** There are stairwells on the North and South of the building leading to fire exits.
- **Advise students they will be invited to leave in sections at the end of the exam.** This will reduce queues at the lockers when exiting the building and ensure a safe departure for all.