

Privacy Notice: Online Exam Supervision

Organisation collecting & holding information:	University of New England (UNE)
Address:	University of New England, Elm Avenue, Armidale NSW 2351, Australia
Contact:	UNE Privacy Officer privacy@une.edu.au

This Privacy Notice should be read with UNE's [Privacy](#) statement and [Privacy Management Rule](#).

This Privacy Notice only applies to information UNE collects from third party providers engaged to supervise online exams (**Supervision Provider**).

Context

At UNE exams are taken online.

UNE engages Supervision Providers. The Supervision Providers collect personal information in accordance with their own privacy policies and then disclose some of that personal information to UNE.

When you use a Supervision Provider you will be asked to agree to their privacy policy and their terms and conditions. You should read each privacy policy and terms and conditions carefully.

To use a Supervision Provider, you will be required to agree to their collection of your information and disclosure of some of your information to UNE. This Privacy Notice deals with the personal information the Supervision Provider discloses to UNE.

What personal information is collected?

To assure your identity, the Supervision Provider will require:

- your name and contact details (to facilitate registration and for use during the exam if assistance is required)
- a clear and unobstructed view of your face and your government issued photographic identity card via your computer camera or webcam

To provide assurance about the security of exam conditions at your location, the Supervision Provider will require:

- access to your computer via remote connection
- control of your computer to conduct integrity checks
- video access of the workspace in which you will undertake the exam

The Supervision Provider will take video and audio recording of your identity verification and exam session.

What is the purpose of collection?

The Supervision Providers disclose information to UNE that you have provided to the Supervision Provider. This information allows UNE to ensure exams are undertaken in accordance with UNE's exam protocols, in particular to

- verify your identity
- assure exam conditions at your location

Exam conditions are required to meet some regulatory requirements, and compliance obligations for assessment and professional accreditation.

How is my information used?

Your personal information will be used by UNE staff (i.e. Unit and Course Coordinators, University support and administrative staff, including staff from the Exams & eAssessment Team and staff from the Student Grievance Unit as appropriate) and the Supervision Provider to facilitate exams and associated activities. Associated activities includes the review of exam information if there is an allegation of academic misconduct or an appeal.

Do I have to provide the information?

To use a Supervision Provider, you will be required to agree to their collection of your information and disclosure of some of your information to UNE. If you do not agree to:

- the collection of the information by UNE, and
- the collection of the information by the Supervision Provider

you will not be able to undertake exams at UNE.

This may mean that you will be unable to meet the assessment requirements, and possibly the professional accreditation requirements, for units or courses that have exams.

If you cannot access exams online due to accessibility challenges, you can apply for an alternative form of assessment via AskUNE.

You are welcome to discuss your privacy concerns in relation to online exams by contacting the University's Privacy Officer (privacy@une.edu.au).

How can I access or correct my information?

You can correct or update your information held by UNE by contacting the Exams & eAssessment team (via the 'Contact Us' tab, or by phone (+61) 2 6773 2145).

You can contact the relevant Supervision Provider directly about their collection, management, and security of your personal information.