Frequently Asked Questions (FAQs)

What is IRIS@Curtin?

IRIS@Curtin or Curtin's Intelligent Remote Invigilation System is a computer program that can record the audio, video and screen of students' work environment during online tests and flag behaviour that may show academic dishonesty. This helps provide educators with greater assurance of assessment integrity, while allowing students to work in a convenient location of their choosing.

How does IRIS@Curtin work?

During an online test or exam, IRIS records the audio signal from the student computer's microphone, video signal from their webcam and takes successive screenshots of what the student is seeing on their computer screen. Facial markers are identified and tracked to determine the orientation of the student's head and eyes during the test. IRIS analyses the recorded information and flags behaviour that may indicate unusual behaviour and potential academic dishonesty.

Why do I need to use IRIS@Curtin in my unit?

Curtin is using IRIS to ensure that students are not breaching academic integrity standards when they are taking online tests and exams. IRIS facilitates invigilation for online students during assessments, regardless of their location and helps to ensure greater invigilation equity between online and on campus modes of study.

What equipment do I need to use IRIS@Curtin?

Your computer must have a functioning microphone and webcam and recording of sound and video must be enabled and not obstructed at any time. You must also have the freely available Google Chrome browser and the free IRIS@Curtin plugin (extension).

Why do I need to use Google Chrome?

You will need to use the Google Chrome browser because IRIS uses a Google Chrome browser plugin (extension) to access your webcam, microphone and screen. IRIS has been developed in this way so that you do not have to download bulky or costly software packages onto your computer. If you do not have Google Chrome, please download the free software here: http://www.google.com/chrome/

Where do I find the extension to make IRIS@Curtin work?

You can locate the IRIS@Curtin extension here. You also can navigate to the Google Chrome Web Store and search for IRIS@Curtin or Curtin Intelligent Remote Invigilation System. Download and install the IRIS@Curtin extension onto your computer.
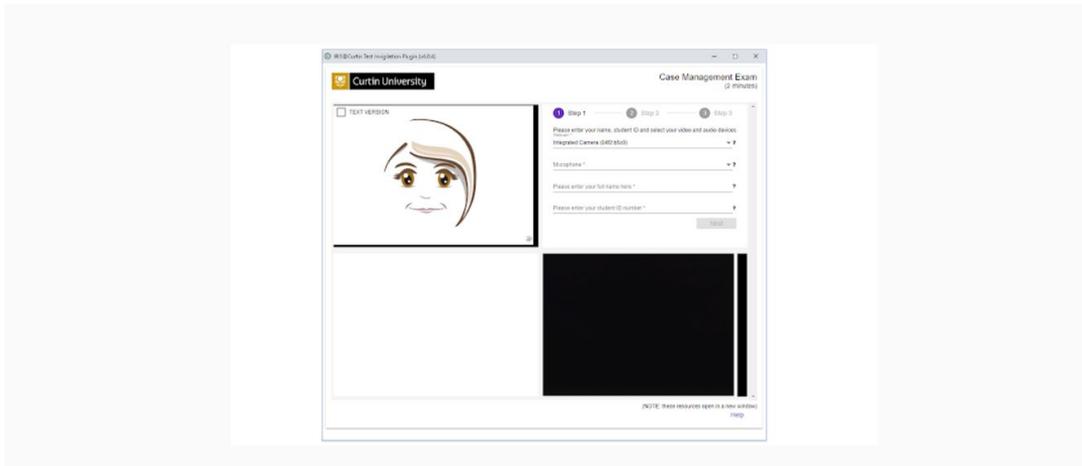
Why do I need my student ID?

As part of the invigilation process we will take a screen capture of your student ID to ensure the person taking the test is the person that should be sitting it. If you do not have a student ID, you must immediately obtain one. A valid form of ID, such as a driver licence or passport, is acceptable for students that cannot obtain a student ID before an assessment.

Is someone looking at me through the camera in real time?

No. Nobody is looking at you through the camera while you are completing your assessment. Your web-camera, audio signal and screen are being recorded by IRIS@Curtin during your test and stored on your computer. This recording is then uploaded to a database on a secure Curtin server that can only be accessed by your instructor or authorised institutional staff. The recording is reviewed to ensure assessment integrity and is not used or made available for any other purpose.

Who is watching my recordings?

Your web-camera, audio signal and screen are being recorded by IRIS@Curtin during your test and this recording is then uploaded to a database on a secure Curtin server that can be accessed only by your instructor or authorised staff. Your instructor or appointed invigilator will then review the recording to ensure that you have followed the principles of academic integrity during your online assessment.

Your recording will never be shared publicly and is treated as confidential information just like any other piece of work that you submit for an assessment. If you are suspected of cheating, the recording could become evidence in relation to this potential breach of academic integrity. During the investigation process, authorised staff outside of the unit may view the recording. This might include the investigating and/or authorised officer and ultimately the members of the student discipline panel.

Is my privacy protected when using IRIS@Curtin?

Yes. A full Privacy Impact Assessment has been conducted at Curtin to ensure that IRIS@Curtin is set up in such a way that student privacy and data security are protected to the highest possible standard. Curtin also conducts regular external security penetration testing on the software to ensure that your data is protected.

Where are my recordings stored? Are they safe?

Curtin has built and owns the IRIS@Curtin software outright. There is no external party that has access to your data. Your recordings are stored on a secure Curtin server and are only accessible to the teaching team or authorised invigilation staff for your unit that is using IRIS@Curtin. Your recordings are treated as confidential material just like all of the other assessment material that you submit. Your recordings will never be shared publicly or be used for any purpose other than ensuring the integrity of the assessment.

How long are my recordings kept?

Recordings are deleted as soon as practicable after review or within 12 months of the recording date unless further retention is required (e.g. due to a suspected academic integrity breach).

Are there other institutions using IRIS@Curtin?

Curtin has been using and developing IRIS since 2017 as part of a partnership arrangement with another institution. This partnership arrangement ended in 2019 and Curtin independently owns and operates IRIS@Curtin. There is no external party that has access to your data. There may be other institutions using IRIS that are managed by the former partner.

How do students feel about using IRIS@Curtin?

Regular student surveys suggest that students generally become comfortable with IRIS@Curtin once they have used it, and they value the ability to take tests remotely. Students do feel anxious when there are technical problems during assessments. This can be largely avoided by ensuring that the system has been set up properly and a system check test has been completed.

How can I ensure that my recording will be successful?

Your computer must have a functioning microphone and webcam and recording of sound and video must be enabled and not obstructed at any time. If you are using the correct browser with the IRIS plugin enabled, the software will start and stop automatically when taking your test within

Blackboard. Do not manually close the IRIS pop-up window as this will interfere with the invigilation process. Complete a [system check test](#) to ensure your system is working correctly.

In addition, please ensure the following conditions are adhered to:
- a well-lit room, your face should be adequately lit and not be in shadow
- a quiet room, no music playing (this may not be possible if you are taking the test in a public space such as the library for example)
- remove any hats/hoods (religious headgear is exempted from this requirement)
- do not wear headphones or earbuds
- avoid placing your hands on your face during the test
- no other people in the room (this may not be possible if you are taking the test in a public space such as the library for example)
- no communicating with others by any means
- clean desk or table, nothing on the desktop except the computer and the authorised material as per the Unit Outline or specified in the disclaimer statement for each test
- no other electronic devices
- do not leave the room during the test unless it is urgently required. Please contact your unit coordinator as soon as possible after the assessment if this was necessary.

### How do I know when the recording has uploaded successfully?
Once you have completed answering your test questions, clicking on the test's 'finish' or 'submit' button will begin the process. The IRIS window will close by itself when the upload is successful. Please do not manually close the IRIS window as this may interfere with the upload process. Below are screenshots of what you will see.

- Clicking "OK" at the test submission confirmation pop-up message box will prompt IRIS to stop recording and commence the upload of the recording.

Click cancel to return to the test. Click OK to submit assessment.

OK   Cancel

- At the end of the upload, IRIS will advise you that it is done, and will close the invigilation window automatically. The invigilation process is now complete and the IRIS system is non-functional until the next time you take an assessment that requires IRIS.
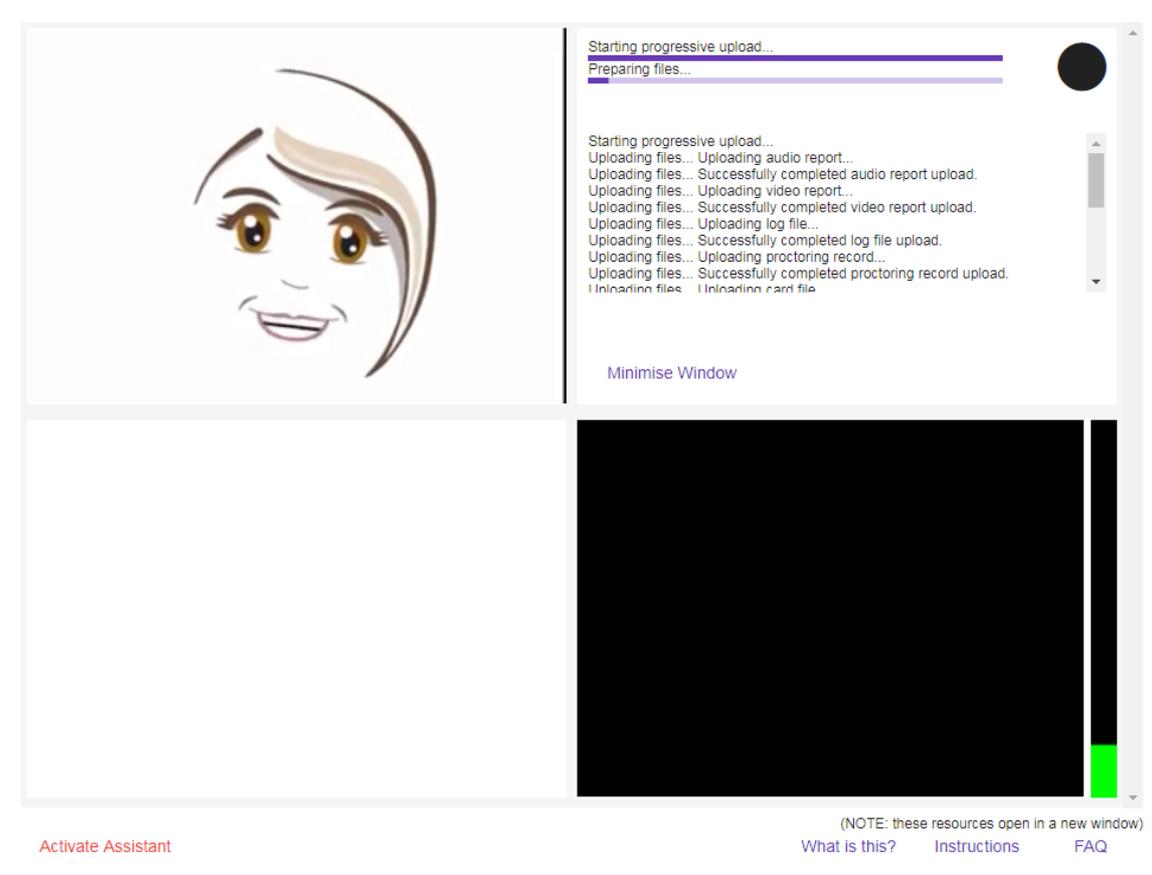
What happens if I don't use it?

If you are taking a unit that requires the use of IRIS, you will need to use the system to access your online tests. There is a password that is auto-populated by IRIS, which will allow you to access your test in the learning management system. If you do not set IRIS up, you will not be able to access the Blackboard test. If you complete any assessment without the compulsory IRIS recording, it is possible that the assessment will not be marked and you may receive a zero for the assessment.

What happens if it doesn't work correctly?

To ensure that the program will work successfully we recommend that you carefully follow the IRIS set up instructions and complete the demonstration eTest in the learning management system. If you are using the Chrome browser, have installed the correct plugin, have attempted the demonstration test and are still having technical issues with IRIS, please

1. Clear your cache using the instructions here
2. Update the IRIS extension by removing it and re-downloading it here
3. Restart the computer
4. Reattempt the assessment

If this does not work please send screenshots and a description of your issue to Curtin Connect.

Can I use a Curtin campus computer to do my assessment if I don't have access to a computer?

Yes. There are laptop computers in the library that can be checked out. In addition, all desktop computers that have embedded webcams in the library have been marked. Some faculties have

additional computing labs that may have computers available to use. It is a good idea to let your unit coordinator know if you are using a computer in a public space so that they are aware for invigilation purposes.

What if something happens while I am taking my test?
It is recommended that you structure your environment for test taking before you begin your assessment. This includes ensuring:
- a well-lit room, your face should be adequately lit and not be in shadow
- a quiet room, no music playing (this may not be possible if you are taking the test in a public space such as the library for example)
- remove any hats/hoods (religious headgear is exempted from this requirement)
- do not wear headphones or earbuds
- avoid placing your hands on your face during the test
- no other people in the room (this may not be possible if you are taking the test in a public space such as the library for example)
- no communicating with others by any means
- clean desk or table, nothing on the desktop except the computer and the authorised material as per the Unit Outline or specified in the disclaimer statement for each test
- no other electronic devices
- do not leave the room during the test unless it is urgently required. Please contact your unit coordinator after the assessment if this was necessary.

If an unforeseen incident occurs while you are taking your test, such as a person entering the room, please contact your unit coordinator with details explaining the event. You should view taking assessments with IRIS in a similar manner as you would taking an invigilated assessment on campus. For example, related information from Curtin University's [Assessment and Student Progression Manual](#) pages 36-38 requires:

- 2.2 Students will not be permitted to sit an examination without a valid Student ID Card. The exception being, a student at a location where it is not possible to obtain a replacement Student ID Card, will provide an alternative photographic ID such as a driver's licence or passport as identification until a Student ID Card can be obtained.
- 2.4 Examinations will be conducted in venues that are conducive to the examination process.
  - This means to try and structure your test taking environment accordingly to avoid disruptions, noting that this may not be possible in all situations. For example, some students may need to sit exams in a public space such as a library. In this situation it is a good idea to inform the unit coordinator.
- 2.13 The use of any materials (e.g. calculators) will be noted on the examination paper.
  - This means that only specified authorised materials can be used during the online invigilated assessment.
- 2.17 All hats and caps are to be removed unless relating to obligatory religious requirements.
- 2.27 Students will adhere the invigilator's instructions throughout the examination.

- o In this case, instructions from the avatar and the instructions for the online assessment.
- 2.28 During an examination a candidate will not:
  - Communicate with any other student (unless required to do so);
  - By any improper means obtain, or endeavour to obtain, assistance in their work;
  - Give, or endeavour to give, assistance to any other students; and
  - Behave in such a manner inconsistent with Student Charter or the proper conduct of the examination.
- 2.29 During an examination, students are prohibited from:
  - Accessing or using any mobile phone or unauthorised electronic device; (unless required to do so for a specified purpose such as scanning and uploading exam papers for example)
  - Accessing or using any device capable of storing information or connecting with another device, including but not limited to electronic devices;
  - Accessing or using any notes or unauthorised materials;
  - Using any device capable of communicating with another person inside or outside of the venue; and
  - Interacting or colluding with any other person inside or outside the venue
- 2.30 If a student undertakes any action that may be considered potential misconduct it may result in one or more of the following immediate actions:
- 2.31 The matter may be dealt with as misconduct in accordance with Statute 10 and the relevant Rules.

What if IRIS picks up two faces?

IRIS will sometimes pick up faces in your background environment. This may occur if there is art or other patterns on the wall within the cameras view that resemble a face. If you see that this is occurring in your recording, we advise you to remove or cover the object, or try and alter the camera angle to have a background with minimal potential interference.

What do I do if I am worried about the recording?

If something went wrong while you were taking your test or you have concerns about your test not uploading correctly please contact Curtin Connect or your unit coordinator.