

Appendix 2: Online Final Examination Procedure Consent Form

ONLINE FINAL EXAMINATION PROCEDURE

Online Final Exams will be organized using the following procedures, conditions and rules as stated below:

Online Exam Requirements

1. Students have to fill in the Internet and Computer Availability & Compatibility Form to sit for all Online Exams.
2. If students do not fulfil the requirements for online exam as stated in the Internet and Computer Availability & Compatibility Form, please consult your respective course lecturer.
3. Submit the form to the respective School Academic Office.
4. Your course lecturer will inform you on the type of the online exam to be carried out for the respective course. There can be different type of online exam for different subjects.
5. In all online exams, invigilation, and measures to proctor exams are carried out by University to detect exam misconduct.

Online Exam Platform

1. Online asynchronous exam will use the BlackBoard platform or other platforms identified by the respective School/Faculty.

Final Exam with Online Asynchronous Exam Format

1. Online asynchronous exam is where the exam time is set (eg. 1.5 hours), students download exam questions, and after the set duration (eg. 1.5 hours), students upload the answers online.
2. Students have to prepare at least a mobile phone with camera.
3. All online asynchronous exam requires two times of answer submission:
 - i. Interim Answer Submission
 - ii. Final Answer Submission

An extra 15 minutes will be given to students for the Interim Answer Submission and an extra 15 minutes for the Final Answer submission. Students will be prompt by lecturers at any given time during the online exam to submit the Interim Answers. These thirty minutes (30 minutes) extra time will be added to each final exam session scheduled to the student group, to ensure that students will have enough time in case of synchronization or any other external issues. This extra time will not be included in the examination time.

Students will be prompted any time during online exam and will be instructed to upload Interim Answers by lecturers.

4. Any technical issues in submitting answers online have to be informed to the respective lecturer immediately or within the given 30 minutes of extra time. Students have to ensure that they submit the correct files or complete answer scripts. No appeal will be entertained for incorrect files or incomplete answers scripts after the exam. Request for re-examination or appeal will not be entertained if the complaints are not made by students to their lecturers immediately or within the given 30 minutes of extra time.

General Online Examination Rules

1. Students must carefully listen and follow instructions provided by the examiner.
2. Students are allowed to start the examination only after the examiner confirms that if all required conditions are implemented.
3. During all examination sessions, students have to keep their camera and sound on (except for no online invigilation and no online proctoring exam).
4. During all examination sessions, students have to ensure, that they are alone in the room.
5. During all examination sessions, students must turn-off all personnel devices which can disturb the virtual examination unless it is used to communicate with lecturers for online exam purposes and has to be placed at location that can be seen by invigilators/lecturers at all times.
6. During all examination sessions, students are not allowed to use any other devices, applications, except BlackBoard, Webex or other sites permitted by the course lecturer/examiner.
7. After completing the exam, students must inform the examiner through personal message via the set communication platform (eg. Whatsapp etc) about the completion of exam and after the examiner's confirmation that they can leave the examination session.
8. At any circumstances, students are not allowed to disturb other participants of the examination session.
9. Thirty minutes (30 minutes) of extra time will be added to each final exam session scheduled to the student group, to ensure that students will have enough time in case of synchronization or any other external issues. This extra time will not be included in examination time.
10. Any technical issues in submitting answers online have to be informed to the respective lecturer immediately or within the given 30 minutes of extra time. Students have to ensure that they submit the correct files or complete answer scripts. No appeal will be entertained for incorrect files or incomplete answers scripts after the exam. Request for re-examination or appeal will not be entertained if the complaints are not made by students to their lecturers immediately or within the given 30 minutes of extra time.
11. Students are not allowed for toilet breaks during online examination (except for no online invigilation and no online proctoring exam) for examination duration up to 90 minutes.
12. During virtual examination, the integrity and honesty of the student is also tested. At any circumstances, students are not allowed to cheat during the examination session. If any kind of cheating behavior is observed, UTM have the right to follow the related terms and provisions stated in the respective Academic Regulations and apply the needed measures.
13. Manual and tutorial to sit for online final examination can be accessed at Student Portal for Bridging UTM Programme (<https://studentppi.utmspace.edu.my/?cat=6>)
14. Each student must confirm that he/she has read and understand and is familiar with the procedures, conditions and rules of virtual examination via: Student Portal for Bridging UTM Programme. In case of the School/Faculty did not receive the student's confirmation, he/she will not be allowed to take the virtual examination.

Name *:

Matric ID*:

Signature *

Year and Program Code (eg. 1 Bridging UTM Programme):

☐ I consent to the online examination sessions being recorded by Universiti Teknologi Malaysia.

☐ I explicitly confirm that I fully understand and agree to comply with the procedures, conditions and rules of online examination stated above.