

APPENDIX 6: ONLINE FINAL EXAMINATION CONSENT FORM

General Online Examination Rules

1. Students must carefully listen and follow instructions provided by the examiner.
2. Students can start the examination only after the examiner confirms that all required conditions are implemented.
3. During all examination sessions, students must ensure, that they are alone in the room.
4. 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.
5. 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.
6. After completing the exam, students must inform the examiner through personal message via the set communication platform (e.g.: Whatsapp) about the completion of exam and after the examiner confirmed receipt of the completed answer booklet/sheets, then only students can leave the examination session.
7. At any circumstances, students are not allowed to disturb other participants of the examination session.
8. Thirty minutes (30 minutes) of extra time will be given to ensure that students will have enough time in case of synchronization or any other external issues to submit their completed answer booklet/sheets. This extra time will not be included in examination time.
9. Any technical issues in submitting answers online must be informed to the respective lecturer immediately or within the given 30 minutes of extra time. Students must ensure that they submit the correct files. No appeal will be entertained for incorrect files or incomplete answers scripts submission 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 5 hours and 15 minutes time frame.
10. 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 SPACE have the right to follow the related terms and provisions stated in the respective Academic Regulations and apply the needed measures.
11. Each student must confirm that he/she has read and understand and is familiar with the procedures, conditions and rules of virtual examination and submit the consent form to respective lecturers. 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 (e.g.: 2 SSPG):

Put your signature here:

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- 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.