

Briefing on Online Final Examination *Asynchronous Online Examination*

Bridging Programme

2nd February 2021



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(SPACE)

Credits and Grading Scheme for Session 20202021 Semester 1

The Relationship between Marks and Grades

Marks	Grade	Pointer
90 - 100	A+	4.00
80 - 89	A	4.00
75 - 79	A-	3.67
70 - 74	B+	3.33
65 - 69	B	3.00
60 - 64	B-	2.67
55 - 59	C+	2.33
50 - 54	C	2.00
45 - 49	C-	1.67
40 - 44	D+	1.33
35 - 39	D	1.00
30 - 34	D-	0.67
00 - 29	E	0

The table is annotated with two brackets on the right side. A blue bracket groups the rows from A+ to D+, with a blue box labeled "PASS" to its right. A red bracket groups the rows from D to E, with a red box labeled "FAIL" to its right.

- **Pass every course with minimum grade D+ AND average grade CGPA 2.00**
- Student who failed, is only given another 1 semester to repeat the courses that he failed
- Refer to guideline book available in the student portal website for calculating CGPA

Asynchronous online exam schedule for Bridging Programme UTM Session 2020/2021 Semester 1

DATE	TIME	COURSE CODE	COURSE NAME	SECTION	NO. OF STUDENT	INVIGILATOR
7 February 2021 (Sunday)	2.00 PM - 5.00 PM	IFP 1014	Physics	E1S1, E1S2, C1S1	122	Dr. Siti Munirah Jamil (H) Ms. Nor Naimah Saari (AH) Ms. Fatin Shaqira Abdul Hadi (AH)
	2.00 PM - 4.30 PM	IFB 1044	Introduction to Business	B1S1	11	Ms. Siti Nur Shahida Ab Rahim
9 February 2021 (Tuesday)	2.00 PM - 5.00 PM	IFC 1024	Chemistry	E1S1, E1S2	81	Mdm. Nadzirah Husna Mohd Taib (H) Mr. Khairul Rijal Razali (AH)
	2.00 PM - 4.30 PM	IFT 1064	Information and Communication Technology	C1S1	42	Mdm. Noor Asma Hussain
	2.00 PM - 5.00 PM	IFE 1054	Economics	B1S1	11	Mr. Mohd Kamal Yusoff
11 February 2021 (Thursday)	2.00 PM - 5.00 PM	IFM 1004	Mathematics	E1S1, E1S2, C1S1	127	Mdm. Siti Zhafirah Zainal (H) Ms. Siti Musleha Ab Mutalib (AH) Mdm. Nurul Izzaty Mohd Yunus (AH)
	2.00 PM - 4.30 PM	IFB 1034	Business Mathematics	B1S1	9	Mr. Adrian Syah Halifi

• Head Invigilator AH • Assistant Invigilator

Examinations will be carried out as per Malaysia time zone (GMT +8)

Student's Actions and Responsibilities

Before Exam

Submit appendix 1 and appendix 2
Make sure smart phone's camera is working and fully charge
Make sure internet is available
Be safe, vigilant and healthy

During Exam

1. Follow the SOP of Asynchronous online exam
2. Be alert on any instruction by the lecturers
3. Be reachable (whatsapp group, email, telegram, Blackboard)

After Exam

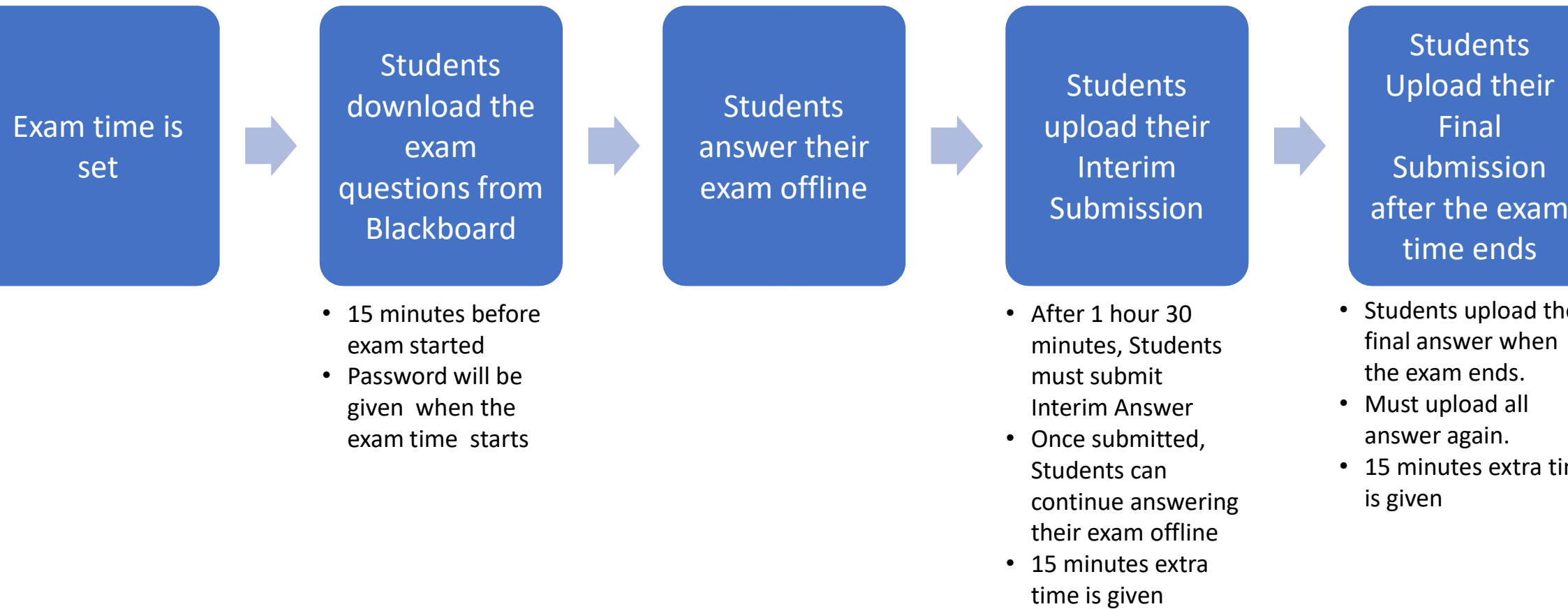
1. Submit the correct files or complete answer scripts.
2. Aware that no appeal will be entertained for incorrect files or incomplete answer scripts after the exam



What is asynchronous online exam ?

- Lecturer sets the time for the exam
- Students download the exams questions from Blackboard
- The exam questions will be password protected
- Password will be given to students once the exam time starts
- Students then answer the exam questions **offline**. Internet connection is not required at this point. No online proctoring, no invigilation through web camera is needed.
- However there will be two times of answer submissions. **Interim Submission** and **Final Submission**.
- Additional 15 minutes extra times will be given for both submission.

Asynchronous online exam general process



- **Interim Submission**

- Students' answer sheet that has been done at the time after 1 hour 30 minutes answering the exam
- Required by University during the online examination

- **Final Submission**

- Students' final and formal answer sheet.
- This submission is the one that will be graded by your lecturers.
- Must be the complete answer sheet that you have done. Even though you have submitted partially during **Interim submission**, you still need to recompile and submit everything again
- Must be in PDF format in single file document

For Courses : Physics, Chemistry, Mathematics, Economics

(3 hours + 30 minutes extra time)

1.45 pm

Students login Blackboard and download the question paper

2.00 pm

Students get password to open the exam questions from lecturer. Begin answering offline

3.30 - 3.45 pm

Students scan their answer sheet and upload their Interim Submission

3.45 - 5.15 pm

Students continue answer

5.15 - 5.30 pm

Students stop answer and begin Final Submission. Upload ALL answers

For Courses : ICT, Business Mathematics

(2 hours 30 minutes +30 minutes extra time)

1.45 pm

Students login Blackboard and download the question paper

2.00 pm

Students get password to open the exam questions from lecturer. Begin answering offline

3.30 - 3.45 pm

Students scan their answer sheet and upload their Interim Submission

3.45 - 4.45 pm

Students continue answer

4.45 - 5.00 pm

Students stop answer and begin Final Submission. Upload ALL answers

For Course : Introduction to Business

Please refer to your lecturer about the process of the exam

IMPORTANT!

1. Do not share the questions paper on whatsapp/email/telegram or any other platform
2. Every students need to access Blackboard and download the questions on their own, so that the attendance will be recorded automatically
3. If students have problem downloading the exam questions, they need to alert the lecturers before the exam started(during downloading)
4. Check and Check again before submitting the final submission

FAQ

1. Caught cheating during online examination

Students will be penalized as stated in respective Academic Regulations and University can apply the needed measures.

2. Have technical issues during online exam

Inform lecturers immediately

3. Students took longer time to submit answer than the allocated time (extra 15 minutes)

If students took longer than the given buffer time to submit their answer and did not inform lecturer within the given 15 minutes, lecturer can assume that students' problem is not genuine. Lecturer has the right to not accept students' late answer submission.

FAQ(cont.)

4. Answer scripts file is too big

Contact lecturers, maybe can send via email/Google Drive or divide into two docs, and the worst case scenario send photos through WhatsApp

5. Student says they missed a page in uploading their answer script

If students inform lecturer within the given 15 minutes extra time during final submission, students could be allowed to resubmit their answers. However, if this issue arises after the 15 minutes extra time has ended, lecturer has the right to not accept students' resubmission

THANK YOU FOR LISTENING