UTM | School of Professional and Continuing Education (SPACE)
UNIVERSITI TEKNOLOGI MALAYSIA

Briefing on Online Final Examination
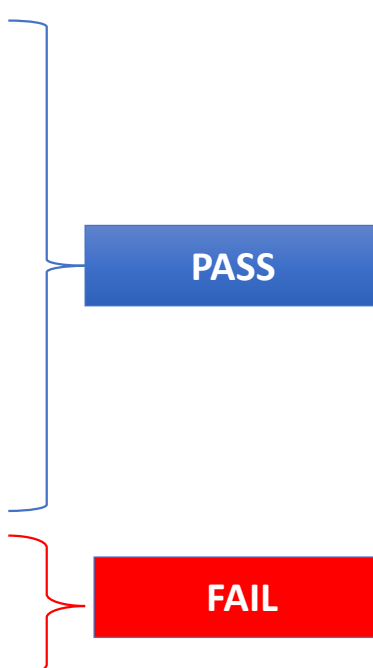## *Asynchronous Online Examination*

Bridging Programme

28th June 2021

Credits and Grading Scheme for Session 20202021 Semester 2

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

PASS

FAIL

- **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 2

ASYNCHRONOUS ONLINE EXAM SCHEDULE FOR BRIDGING PROGRAMME UTM
SEMESTER 2, SESSION 2020/2021

NO.	DATE	TIME	COURSE CODE	COURSE NAME	SECTION	NO. OF STUDENT	INVIGILATOR
1	4 July 2021 (Sunday)	2.00 PM - 5.00 PM	IFP 1014	Physics	E1S1, E1S2, C1S1	92	Dr. Siti Munirah Jamil (H) Ms. Nor Naimah Saari (AH) Ms. Fatin Shaqira Abdul Hadi (AH)
2		2.00 PM - 4.30 PM	IFB 1044	Introduction to Business	B1S1	14	Mr. Mohd Kamal Yusoff
3	6 July 2021 (Tuesday)	2.00 PM - 5.00 PM	IFC 1024	Chemistry	E1S1, E1S2	60	Mdm. Nadzirah Husna Mohd Taib (H) Mr. Khairul Rijal Razali (AH)
4		2.00 PM - 4.30 PM	IFT 1064	Information and Communication Technology	C1S1 (Group 1 and 2)	34	Mdm. Noor Hayati Mohd Zain (H) Mdm. Noor Asma Hussain (AH)
5		2.00 PM - 4.00 PM	IFE 1054	Economics	B1S1	14	Ms. Siti Nur Zahara binti Hamzah
6	8 July 2021 (Thursday)	2.00 PM - 5.00 PM	IFM 1004	Mathematics	E1S1, E1S2, C1S1	96	Mdm. Siti Zhafirah Zainal (H) Ms. Siti Musleha Ab Mutalib (AH) Mdm. Nurul Izzaty Mohd Yunus (AH)
7		2.00 PM - 4.30 PM	IFB 1034	Business Mathematics	B1S1	14	Mr. Adrian Syah Halifi

Notes: H - Head Invigilator   AH - Assistant Invigilator

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

Available on https://studentppi.utmspace.edu.my/?p=4629

Student's Action and Responsibilities

Before Exam

1. Submit
   - ✓ Internet and Computer Availability and Compatibility ([Link](#))
   - ✓ Online Examination Rules and Regulation ([Link](#))

2. Make sure smart phone / laptop is working and fully charge

3. Make sure internet is available and have some backup plan if anything happen on internet and electricity

4. Let your family knows about the exam so that they will not disturb and give you some space

5. Be safe, vigilant and healthy

Student's Action and Responsibilities

During Exam

1. Follow the Guideline and Instruction of Asynchronous online exam

2. Be alert on any instruction by the lecturers

3. Be reachable (whatsapp group, email, telegram, Blackboard)

4. Submit Disclaimer and Honor Code for every course during submission. Lecturer will provide this for you

5. Follow the rules and regulation on Online Examination

6. Understand what is permissible/not permissible during the online exams

Student's Action and Responsibilities

After the Exam

1. Submit the correct files and complete answer scripts.

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

3. Can check the result of the exam that will be released formally around 21-23 July

What is asynchronous online (ASYNC O) 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. Part A and Part B.
- Additional extra times will be given for both submission.
- In between Part A and Part B, there will be "break time" for you to rest while downloading Part B Questions paper

Asynchronous online exam general process

Exam time is set	Students download Part A of the exam questions from Blackboard	Students answer their exam offline	Students upload Part A Answer booklet	Break time and download Part B of the exam questions	Students Upload their Part B submission after the exam time ends

- 15 minutes before exam started
- Password will be given when the exam time starts

- **Allocated time depends on the course.**
- **Extra time is given for the submission**

- 15 minutes before exam started
- Password will be given when the exam time starts

- Students upload their final answer when the exam ends.
- Extra time is given

IMPORTANT

- Every submission must be in pdf file

- When Part B has started, you cannot do / submit Part A anymore

- Be alert on the time allocation for each Part of the exam

- Lecturers have the right not to accept any late submission without any valid and reasonable excuse

For Course : Physics
(Part A : 2h + 15m, Part B : 1h + 15m)

1.45 pm	Students login Blackboard and download Part A of the question paper
2.00-4.00 pm	Students get password from lecturer to open Part A. Begin answering offline
4.00 - 4.15 pm	Students scan their answer sheet and upload Part A
4.15 - 4.30 pm	Break and download Part B
4.30 - 5.30 pm	Students get password from lecturer to open Part B. Begin answering offline
5.30 - 5.45 pm	Students scan their answer sheet and upload Part B

For Courses : Mathematics and Chemistry
(Part A : 1h 30m + 15m, Part B : 1h 30m+ 15m)

Time	Activity
1.45 pm	Students login Blackboard and download Part A of the question paper
2.00 - 3.30 pm	Students get password from lecturer to open Part A. Begin answering offline
3.30 - 3.45 pm	Students scan their answer sheet and upload Part A
3.45 - 4.00 pm	Break and download Part B
4.00 - 5.30 pm	Students get password from lecturer to open Part B. Begin answering offline
5.30 - 5.45 pm	Students scan their answer sheet and upload Part B

For Course : ICT
(Part A : 1h 30m + 15m, Part B : 1h + 15m)

1.45 pm	Students login Blackboard and download Part A of the question paper
2.00 - 3.30 pm	Students get password from lecturer to open Part A. Begin answering offline
3.30 - 3.45 pm	Students scan their answer sheet and upload Part A
3.45 - 4.00 pm	Break and download Part B
4.00 - 5.00 pm	Students get password from lecturer to open Part B. Begin answering offline
5.00 - 5.15 pm	Students scan their answer sheet and upload Part B

For Course : Introduction to Business
(Part A : 1h 15m + 15m, Part B : 1h 15m + 15m)

Time	Activity
1.45 pm	Students login Blackboard and download Part A of the question paper
2.00 - 3.15 pm	Students get password from lecturer to open Part A. Begin answering offline
3.15 - 3.30 pm	Students scan their answer sheet and upload Part A
3.30 - 3.45 pm	Break and download Part B
3.45 - 5.00 pm	Students get password from lecturer to open Part B. Begin answering offline
5.00 - 5.15 pm	Students scan their answer sheet and upload Part B

For Courses : Business Mathematics
(Part A: 30m +10m, Part B: 2h + 20m)

1.45 pm	Students login Blackboard and download Part A of the question paper
2.00 - 2.30 pm	Students get password from lecturer to open Part A. Begin answering offline
2.30 - 2.40 pm	Students scan their answer sheet and upload Part A
2.40 - 2.55 pm	Break and download Part B
2.55 - 4.55 pm	Students get password from lecturer to open Part B. Begin answering offline
4.55 - 5.15 pm	Students scan their answer sheet and upload Part B

For Course : Economics

Please refer to your lecturer about the process of the exam

REMINDER

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 lecturer can keep track who has downloaded the questions and get their own set of question.

3. If students have problem downloading the exam questions, they need to alert the lecturers before the exam started(during downloading). Do not ask your classmate to give you the question paper. There will be many exam set of questions and yours will be different with others.

4. Submit Disclaimer and Honor Code. It is considered as attendance. Not submitting it can be considered absent during exam.

5. Check and Check again before submitting the answer booklet

What students can do

- The exam is an "open book" exam. Which means you are permitted to use any materials handed out in class, your own notes from the course, the text book, and anything on the Blackboard provided and agreed by the lecturers.

What students CANNOT do

- Students are not allowed to communicate with other students, or other people during the exam

- Copying other classmate's answers

- It is not permissible for students to upload/enter exam questions into any software, apps, or websites. Accessing resources that directly explain how to answer questions from the actual exam question is a violation of the Exam Rules and Regulations. This includes equation solution finders, and software, apps, or websites where other people have provided answers to specific questions (e.g., Stack Overflow, Quora, Chegg, online tutors, social media, or Q&A forums, etc).

  We will google search it during exam and after exam. Students who are caught uploaded/copy from it will be reported to university and subject to punishment

Punishment for Violating Exam Rules and Regulations

It is easy to spot students' wrongdoing because in the end the answer booklet is submitted to us

9.0 PENALTY FOR FINAL EXAMINATION MISCONDUCTS

9.1 If a student violated the rules and regulations of the examination as in Item 8.0 and is found guilty by the Academic Committee of the Faculty, the Senate can take any of the following action:-

9.1.1 award ZERO (0) mark for the course (inclusive of coursework); or

9.1.2 award ZERO (0) mark for all the courses registered in that semester.

Part VII page 33 of Academic Regulations for Full Time Undergraduate Programmes

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

If students took longer than the given buffer time to submit their answer and did not inform lecturer within the given extra 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 first

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

If students inform lecturer within the given 15 minutes extra time during the 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
AND
GOOD LUCK