

ASYNCHRONOUS ONLINE EXAM GUIDELINE AND INSTRUCTIONS FOR UTM FOUNDATION PROGRAMME STUDENTS SEMESTER II, SESSION 2021/2022

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 **Appendix 1: Internet and Computer Availability & Compatibility Form** and **Appendix 2: Online Final Examination Procedure Consent 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 forms to the respective School Academic Office via this link <https://forms.gle/aAybGiGhYyBQ8Hzy7> before **November 24, 2021**.
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

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. Answer Submission for Part A
 - ii. Answer Submission for Part B

An extra 15 minutes will be given to students for each part of Answer Submission. Students will be prompt by lecturers at any given time during the online exam to submit the Answers for Part A and Part B. 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 the 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 Foundation Programme (<https://studentppi.utmspace.edu.my/?cat=4>)
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 Foundation 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.

Equipments needed during the examination

1. The answer booklet must be in A4 paper size (or other papers with the consent of the respective lecturers).
2. Desktops / Laptops / smartphones / other devices and the internet for the purpose of submitting the answer booklets to lecturers. For your information, the internet is required for the purpose of receiving question papers and submitting answer booklets / sheets only.
3. Stationery.
4. Calculator.
5. Books, lecture notes, acts / standards and others notes related to their respective courses for reference.
6. Graph paper and other requirements as notified by the respective lecturers.

Answer Booklets

1. Name, Matric No, Identity Card Number/ Passports, Course Code, Course Name, Section and Lecturer Name must be written in the upper left corner of the answer sheet.
2. Each answer sheet must be written with the page number at the bottom right corner.
3. The answer must be handwritten. Handwriting must be neat and clear (every single letter must be readable).

Acceptance of Question Paper

1. Students will receive the question paper via BlackBoard / Email / Whatsapp within 30 minutes before the examination begins.
2. If questions are not received or if any any problems occur, students should contact and inform the lecturer immediately.
3. Students are required to ensure that the course code of the question paper received is correct and the question booklet is complete.

Submission of Answer Booklet

1. Students are required to submit their answer booklets to their lecturers via any online methods through BlackBoard / Email / Whatsapp or other methods.
2. For submission, the answer booklets / sheets must be in a form of complete PDF (or other forms agreed by the respective lecturers) and shall be named as follows :
Name_Section_CourseCode_MatricNo.
For example: AbuBakar_25_FSPC0014_AX000000
3. Details on how to convert an answer booklet into a PDF file is as described in the Manual: How to Install and Use a Scanner On a Smartphone on page 3. However, students may utilize any other scanner applications other than CamScanner. A list of applications for mobile scanners for iOS and Android can be found at <https://pdf.wondershare.com/mobile-app/free-pdf-scanner-app.html>
4. If using email as a medium for submission, please write Name, Course Code, Section and Lecturer's Name as the subject of the email.
5. Please make sure there is complete answer booklet submitted. Only one-time submission is accepted.
6. Make sure that the file of answer booklets file is kept by the student until the results are announced.

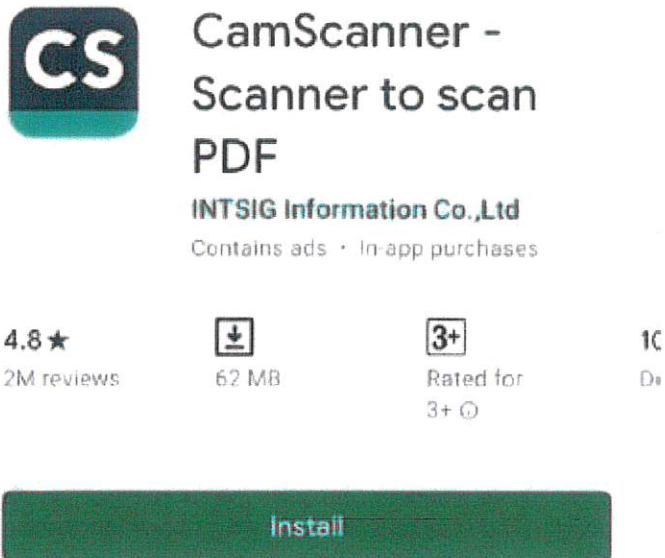
Disclaimer

Asynchronous Online Exam is a task that must be taken completely alone. Showing it or discussing it with anyone else is strictly forbidden. Students who are found to be copying or plagiarising in the given assignment will be awarded zero (0) score and disciplinary action will be taken as described in Part X, Article 1.2 of *Buku Peraturan Akademik Program Asasi 2021* and *Kaedah Tata tertib Universiti*.

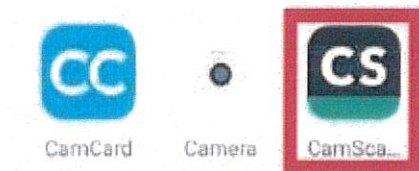
If there are any inquiries, students may ask their respective lecturers or email to foundation@utm.my

MANUAL: HOW TO INSTALL AND USE A SCANNER ON A SMARTPHONE

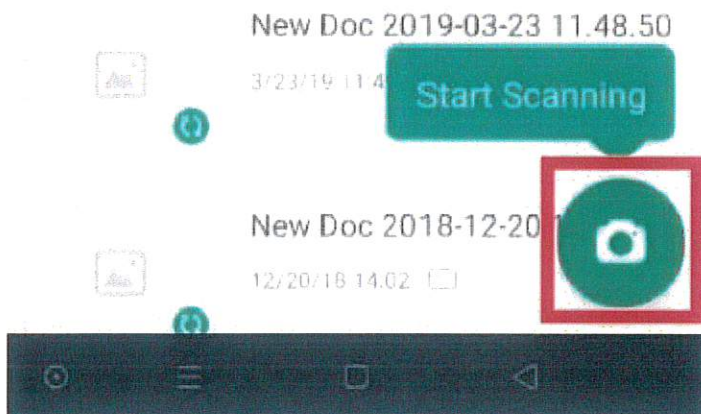
1. Search for the CamScanner application in Playstore/Apps store and install.



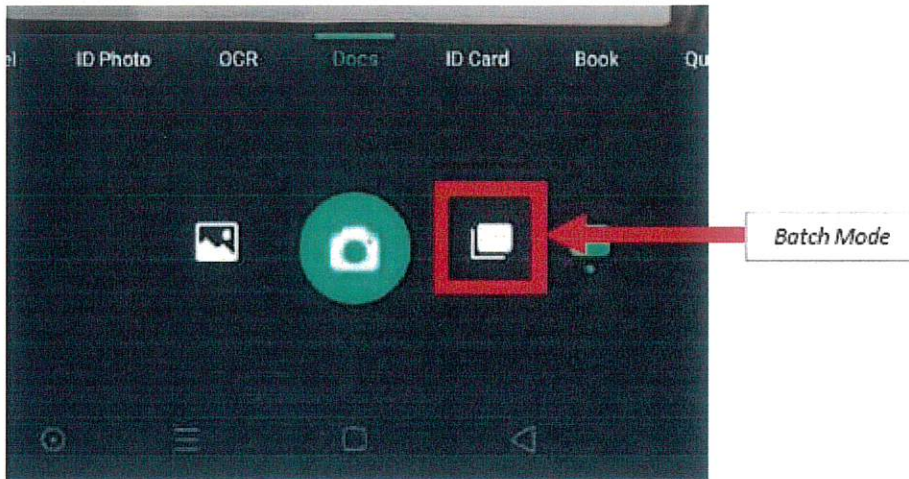
2. Double click the CamScanner apps icon.



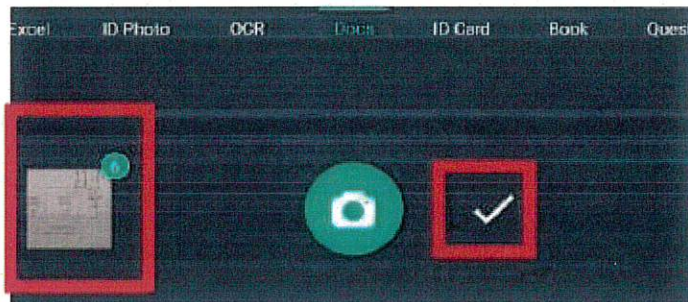
3. Click on the camera icon in the bottom right.



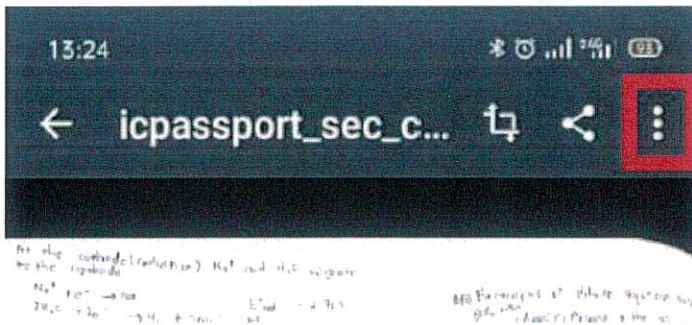
4. Select the answer sheet you want to scan, click the camera icon, and then click Batch Mode.



5. Click the camera icon until all the answer sheets (in order of the pages) you want to scan have appeared. The examples below are 6 pages of answer sheets that are ready to be scanned. Then click the \checkmark symbol.



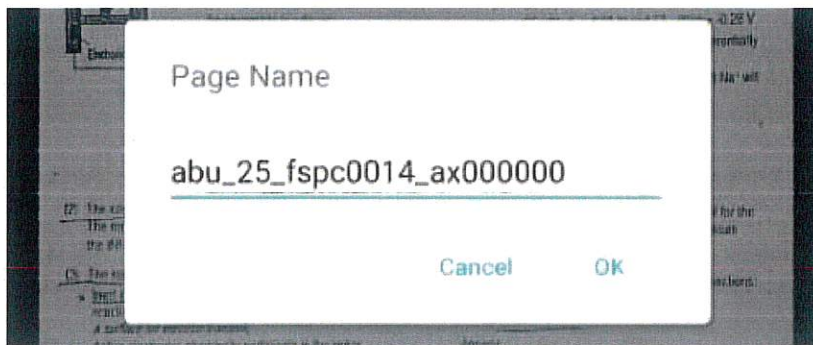
6. The answer booklet has been converted to PDF. Click on the 3 straight buttons on the top right.



7. Choose Rename and Click.

-  Rename
- Select
-  PDF Settings

8. Name the following file with **name_sec_coursecode_no.matric**. Then press OK. This PDF file can also be shared via email or Whatsapp.



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