



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

School of  
Professional and  
Continuing  
Education  
(SPACE)

# **BRIEFING SESSION FOR ONLINE FINAL EXAMINATION 20212022-2**

Bridging Programme

4 July 2022

2.30 PM

# ONLINE FINAL EXAM SCHEDULE FOR BRIDGING PROGRAMME UTM

## SESSION 2021/2022 SEMESTER 2

No	Date	Time	Course Code	Course Name	Section	No. of Student	Invigilator
1	12 July 2022	2.00 PM – 5.00 PM	IFP 1014	Physics	E1S1, E1S2, C1S1	86	Nor Naimah binti Shaari (H) Dr. Siti Munira binti Jamil (AH) Nur 'Ain Najihah binti Maarof (AH) Nurfarah Faqihah binti Mansor (AH)
2		2.00 PM – 4.30 PM	IFB 1044	Introduction to Business	B1S1	11	Farah Farhanah binti Mohd Rozaidi
3	13 July 2022	2.00 PM – 5.00 PM	IFC 1024	Mathematics	E1S1, E1S2, C1S1	90	Dr. Maslan bin Osman (H) Siti Zhafirah binti Zainal (AH) Nurul Izzaty binti Mohd Yunus (AH)
4		2.00 PM – 4.00 PM	IFE 1054	Economics	B1S1	11	Nor Amalina Ponijan
5	14 July 2022	2.00 PM – 5.00 PM	IFC 1024	Chemistry	E1S1, E1S2	53	Khairul Rijal bin Razali (H) Nur Azreen binti Saidon (AH) Nadzirah Husna binti Mohd Taib (AH) Nur Syuhada binti Ismail (AH)
6		2.00 PM – 4.30 PM	IFT 1064	ICT	C1S1	34	Noor Asma binti Husain
7		2.00 PM – 4.30 PM	IFB 1004	Business Mathematics	B1S1	11	Siti Zhafirah binti Zainal

Notes: H – Head Invigilator, AH – Assistant Invigilator

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

Available on student portal website : [Student Portal Bridging Programme](#)

# STUDENT'S ACTION AND RESPONSIBILITIES

## BEFORE EXAM


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

**by 8 July 2022**
2. <https://studentppi.utmspace.edu.my/?p=7462>
3. Make sure smart phone / laptop is working and fully charge
4. Make sure internet is available and have some backup plan if anything happen on internet and electricity
5. Let your family knows about the exam so that they will not disturb and give you some space
6. Be safe, vigilant and healthy

# STUDENT'S ACTION AND RESPONSIBILITIES

## DURING EXAM

1. Follow the Guideline and Instruction of online exam provided in the Blackboard
2. Be alert on any instruction given 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 and guide this for you
5. Understand what is permissible/not permissible during the online exams

  
UNIVERSITI TEKNOLOGI MALAYSIA

Name	
Matric Number	
Phone Number	
Section	
Lecturer Name	

I hereby declare that this FINAL EXAM IEB 1034 is written by me and is a result of my own work and I do not refer/quote works of others/all other sources of information. I understand and agree to the UTM Online Exam Rules and Regulations\* during COVID-19 pandemic.

Date and Time	12 July 2022 2.00 pm – 4.30 pm
Student Signature	

\*The details of the online rules and regulations can be read at :  
<https://studentexam.utmsystema.edu.my/22cat-5> or at <https://utmsystema.blackboard.com/>

# STUDENT'S ACTION AND RESPONSIBILITIES

## AFTER THE EXAM

1. Submit the correct files and complete answer scripts. Any technical issues in submitting answers online have to be informed to the respective lecturer immediately.
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 on 25th July 2022

# TYPE OF ONLINE FINAL EXAM

Asynchronous Online Exam (ASYNC O)

Synchronous with no Invigilation, no Proctoring (SYNC O)

Synchronous with Online Invigilation (SYNC OV)

Synchronous with Online Proctoring (SYNC OP)

Synchronous with physical invigilation (SYNC P)

# FOR YOUR FINAL EXAM, WE WILL ONLY USE

## **Asynchronous Online Exam (ASYNC O)**

*Courses : Mathematics, Physics, Chemistry, ICT Part B, Business Mathematics, Introduction to Business, Economics*

## **Synchronous Online Exam (SYNC O)**

*Courses : ICT Part A*



## WHAT IS **SYNCHRONOUS** ONLINE (SYNC O) EXAM ?

- Lecturer sets the time and question for the exam on Blackboard
- Students login to Blackboard and access the courses
- **Students have to answer in the dedicated online platform within the given time**
- Students answer the final exam on Blackboard (eg: Multiple Choice Question)
- No invigilation by the lecturer, but students must answer and submit within the allocated time
- Require laptop/PC, good internet, and continuous electricity
- **During the whole exam duration, students have to be connected to the internet**
- Any problem, must contact the lecturer





## WHAT IS **ASYNCHRONOUS** ONLINE (ASYNC O) EXAM ?

- Lecturer sets the time for the exam
- Students download the exams questions from Blackboard
- The exam question script will be password protected
- Password will be given to students once the exam time starts
- Students then answer the exam questions **offline**. (*Refer Online Exam Guidelines provided*)
- No online proctoring, no invigilation through web camera is needed.
- **Internet connection is only required during download the question script and upload the answer sheet.**
- Every submission must be in **PDF** file.

# ONLINE EXAM GENERAL PROCESS

In general, there will be two times of answer submissions. **Part A and Part B.**

Additional times (15mins) will be given for both submission.

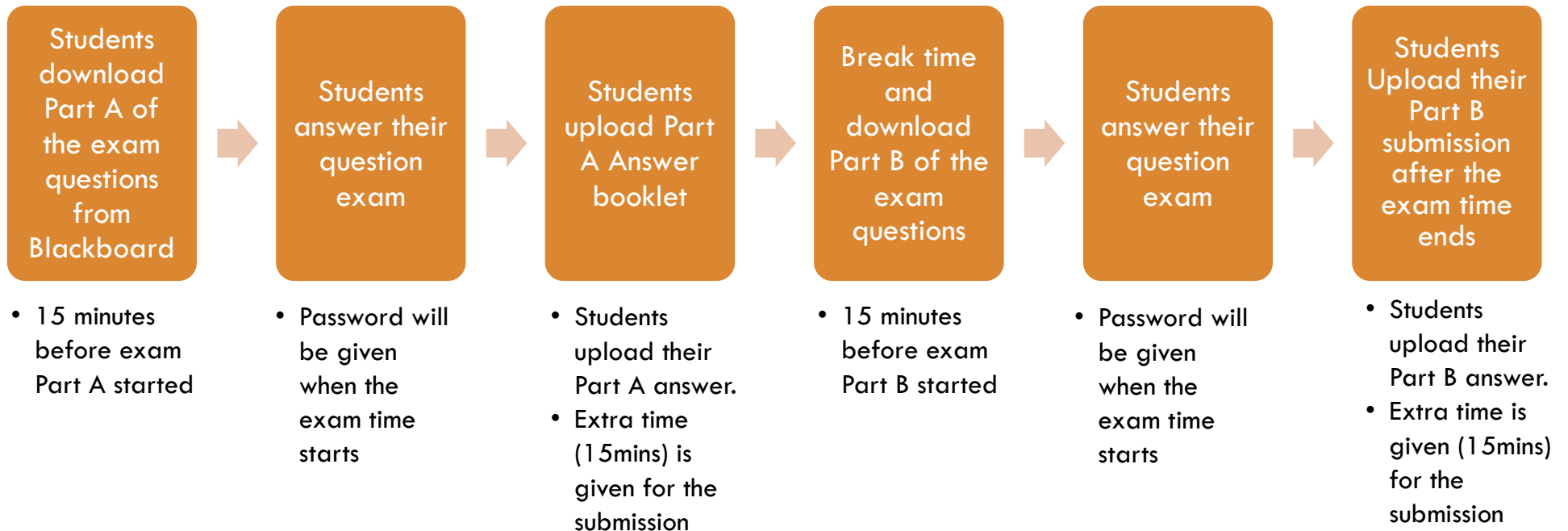
In between Part A and Part B, there will be “break time” for you to rest while downloading Part B Questions paper

# ONLINE EXAM GENERAL PROCESS

*Allocated Part A and Part B time depends on the course.*

## PART A

## PART B



# IMPORTANT

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 3HRS

**(PART A : 2H + 15M (ASYNC 0), PART B : 1H + 15M (ASYNC 0))**

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 3HRS**

**(PART A : 1H 30M + 15M (ASYNC 0), PART B : 1H 30M+ 15M (ASYNC 0))**

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 (2H30M)

(PART A : 1H (SYNC 0) , PART B : 1H 30M+ 15M) (ASYNC 0)

1.45 pm

Students login Blackboard

2.00 - 3.00 pm

Students Answer Part A in synchronous mode

3.00 - 3.15 pm

Break and download Part B

3.15 - 4.45 pm

Students get password from lecturer to open Part B. Begin answering offline

4.45 - 5.00 pm

Students scan their answer sheet and upload Part B

# FOR COURSE : INTRODUCTION TO BUSINESS

**PART A : 1H 15M + 15M (ASYNC 0)**

**PART B : 1H 15M + 15M (ASYNC 0)**

1.45 pm

Students login Blackboard and download question paper

2.00 - 3.15 pm

Students get password from lecturer. Start 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 (2H30M)**

**(PART A: 30M + 10M (ASYNC 0), PART B: 2H + 20M (ASYNC 0))**

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 2H**

**(NO PARTS) (ASYNC 0)**

1.45 pm

Students login Blackboard and download the question paper

2.00 - 4.00 pm

Students get password from lecturer. Begin answering offline

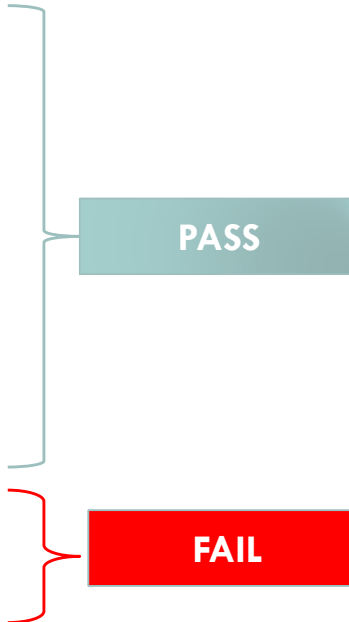
4.00 – 4.15 pm

Students scan and upload their answer sheet

# CREDITS AND GRADING SCHEME

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

# 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**

## **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.

*Reference: 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 script 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

Any enquiries, kindly email to [utmip@utmpace.edu.my](mailto:utmip@utmpace.edu.my)

**THANK YOU FOR LISTENING  
AND**

**GOOD LUCK**

