

Appendix 2: Online Final Examination Procedure Consent Form

ONLINE FINAL EXAMINATION PROCEDURE

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 Internet and Computer Availability & Compatibility 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 form to the respective School/Faculty Academic Office.
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

1. Online asynchronous exam will use the UTM e-Learning platform or other platforms identified by the respective School/Faculty.
2. Online proctoring exam will use the UTM e-Learning platform.
3. Manual online invigilation will use the WEBEX application. However, students might be required to install different application as instructed by course lecturer.
4. For online exam that do not have online invigilation and online proctoring, exam will be carried out using UTM e-Learning platform or other platforms identified by the 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. Interim Answer Submission
 - ii. Final Answer Submission

An extra 15 minutes will be given to students for the Interim Answer Submission and an extra 15 minutes for the Final Answer submission. Students will be prompt by lecturers at any given time during the online exam to submit the Interim Answers. 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 Interim Answers by lecturers.

1. 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.

Final Exam Using Online Proctoring

1. Students cannot appeal for re-examination using online proctoring system.
2. All online proctored exam will be recorded for the purpose of quality assurance. All recordings will be made to ensure quality of the online exam. Every effort will be made to ensure confidentiality.
3. UTM online proctoring service collects, creates and stores a wide variety of personal information that will/may include:

First and last name, address, institution name, phone number, student number, user name, student images, password, email address, real-time video and audio viewing, notes regarding student's behavior during the exam, visual identification (photo matching), viewing of student's computer screens and systems, and 360° testing environment scanning when requested, real-time monitoring of all applications, windows, and monitors that are being utilized on your computer during the exam, to prevent unauthorized viewing of content during an exam.

4. If necessary, the invigilator will ask to view (but not collect or store) your student identification to verify your identity, and will remote access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.
5. 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.

Courses Using Manual Online Invigilation

1. To ensure a smooth process of the examination, as well as proper observation of each student during the examination session, each student group will be divided into smaller groups up to 6 students and will be observed by an examiner via the Webex application at the scheduled time. Students will be given a link to join the online invigilation session.
2. 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.
3. 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.
4. In case a student is not be able to start the exam due to technical issues, he/she will be asked to leave the examination session, and will have to apply for Special Examination (Peperiksaan Khas) with evidence and justification (such as internet speed with dates).
5. Student is obligated to finish the exam within the specified time and will be scored even if he/she did not manage to answer all the exam questions on time. Not answered questions will be scored as 'zero' per each question.
6. Only the score of the first exam attempt will be accepted. Every attempt to enter and end the exam will be visible in our system with the beginning and ending time. As such, student has only one- first try to take the exam, the others will be annulated regardless of the result.
7. All examination sessions will be recorded. All recordings will be made to ensure quality of the online exam and will only be used for the purposes of implementation of UTM online examination. Every effort will be made to ensure confidentiality.

Courses with no online invigilation and no online proctoring exam

1. Student is obligated to finish the exam within the specified time and will be scored even if he/she did not manage to answer all exam questions on time. Not answered questions will be scored as 'zero' per each question.
2. Thirty minutes (30 minutes) extra time will be added to each final exam session scheduled to the student group, to ensure that student will have enough time in case of synchronization or any other external issues. This extra time will not be included in examination time.
3. 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 UTM e-learning, 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 <https://olc.utm.my>
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: UTM e-learning or <https://olc.utm.my>. 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 (eg. 2 SKMM):

Put your signature here

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