# Guidelines for Online Examinations (2019-20 Semester 2)
*(Not applicable to online take-home examinations)*

(I) Guidelines for "Online Examination with Zoom Invigilation"

A. Important Notes

- You will sit the exam via Zoom.
- You are required to access the Moodle when downloading the examination papers and submitting the answer scripts through the Moodle. Before the examination, you should familarise yourself with the Moodle interface and make sure your Moodle account is working properly.
- You should use your full name + student ID number to login to the Zoom session.
- You are responsible for finding a venue that is quiet and conducive to assessment and where standard examination conditions can be maintained. No extra time will be granted to compensate for interruptions and disturbance.
- You need to use a computer (desktop/laptop/iPad) for the examination plus a mobile phone/tablet for Zoom. You should place your phone camera so that your computer screen, desk, hands and yourself are clearly captured in Zoom (see an example below).

Students using Zoom to show their surroundings and desktop

Invigilator
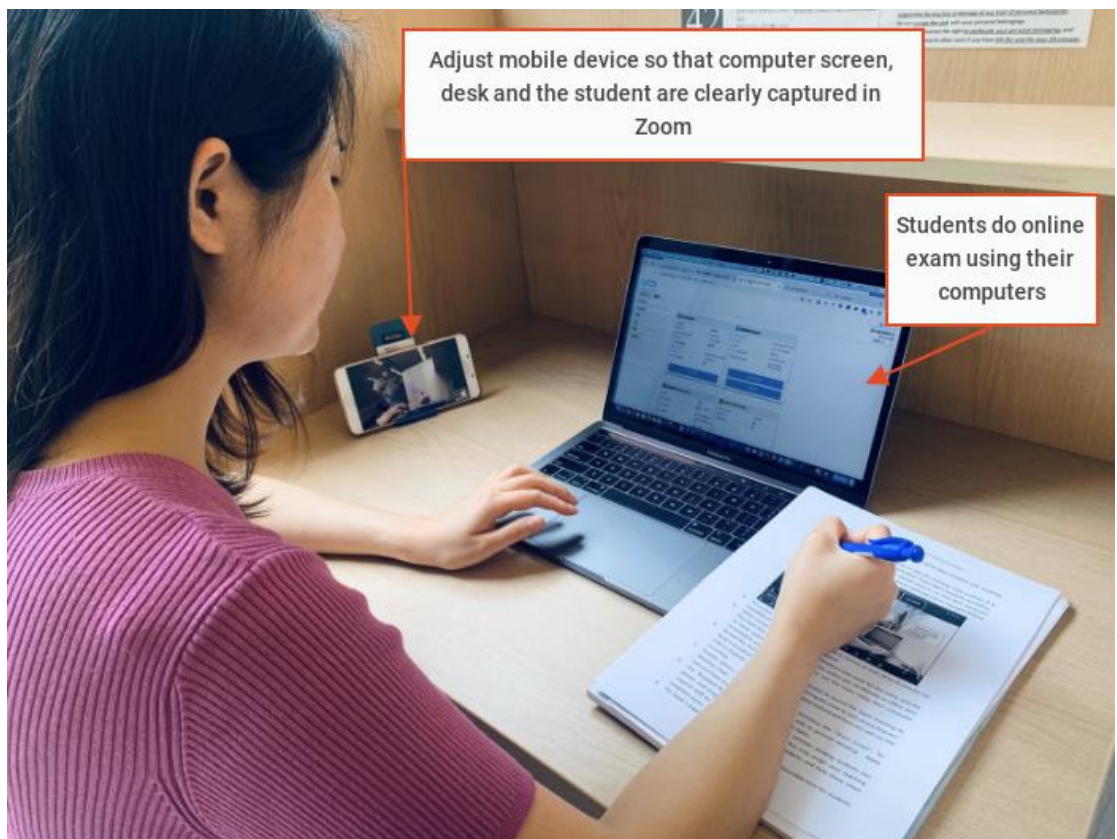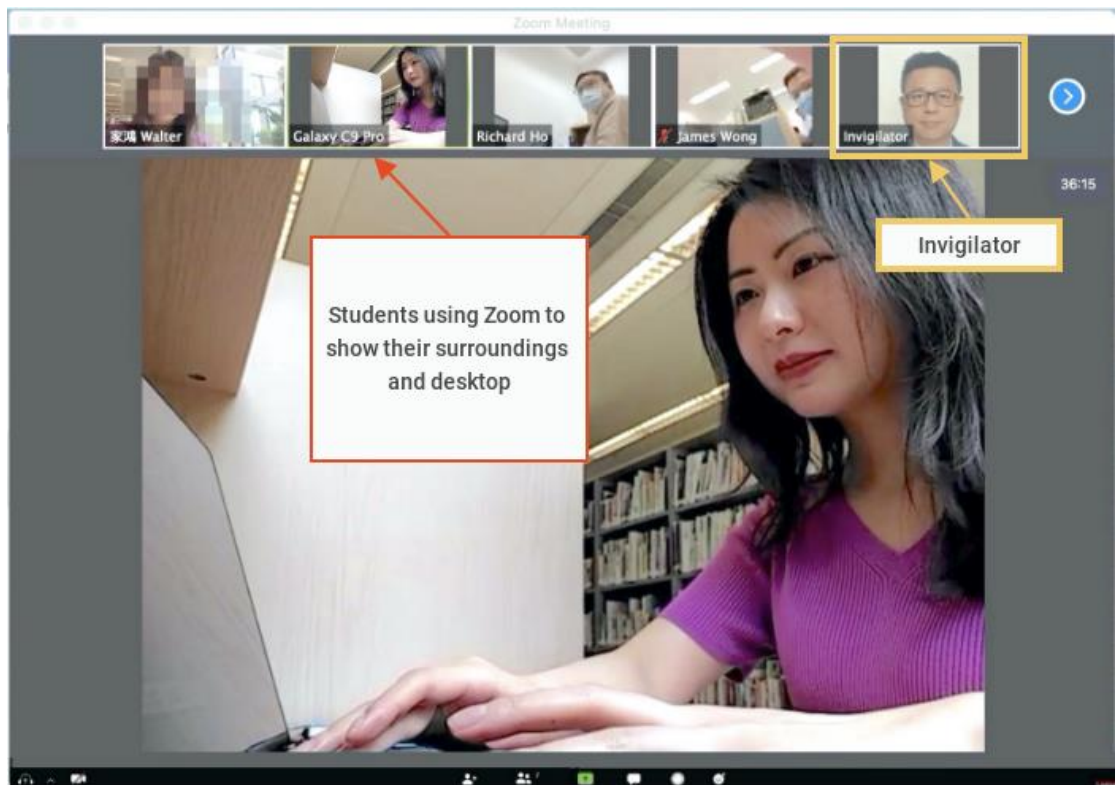
- You need to ensure your mobile devices have sufficient battery (or keep them charged during the examination) and a stable internet connections (e.g. to stay closer to a router for stronger Wi-Fi signal) before taking the exam.
- You will receive the Zoom meeting invitation link, ID and password 5 working days before the examination.
- You are required to disable all notifications as far as possible and mute your mobile devices to minimize the interruptions before taking the exam.
- You are required to download a dedicated answer book (with watermark and page numbers) from the student portal. Minimal hardcopies can be provided at the Registry counter before the examinations in case you have difficulties in printing it out.
- For submission of answer script, you are required to take photos of your exam scripts after the exam and submit the PDF file to Moodle. Please download tools in advance (e.g. CamScanner or AdobeScan can convert photos into pdf files).
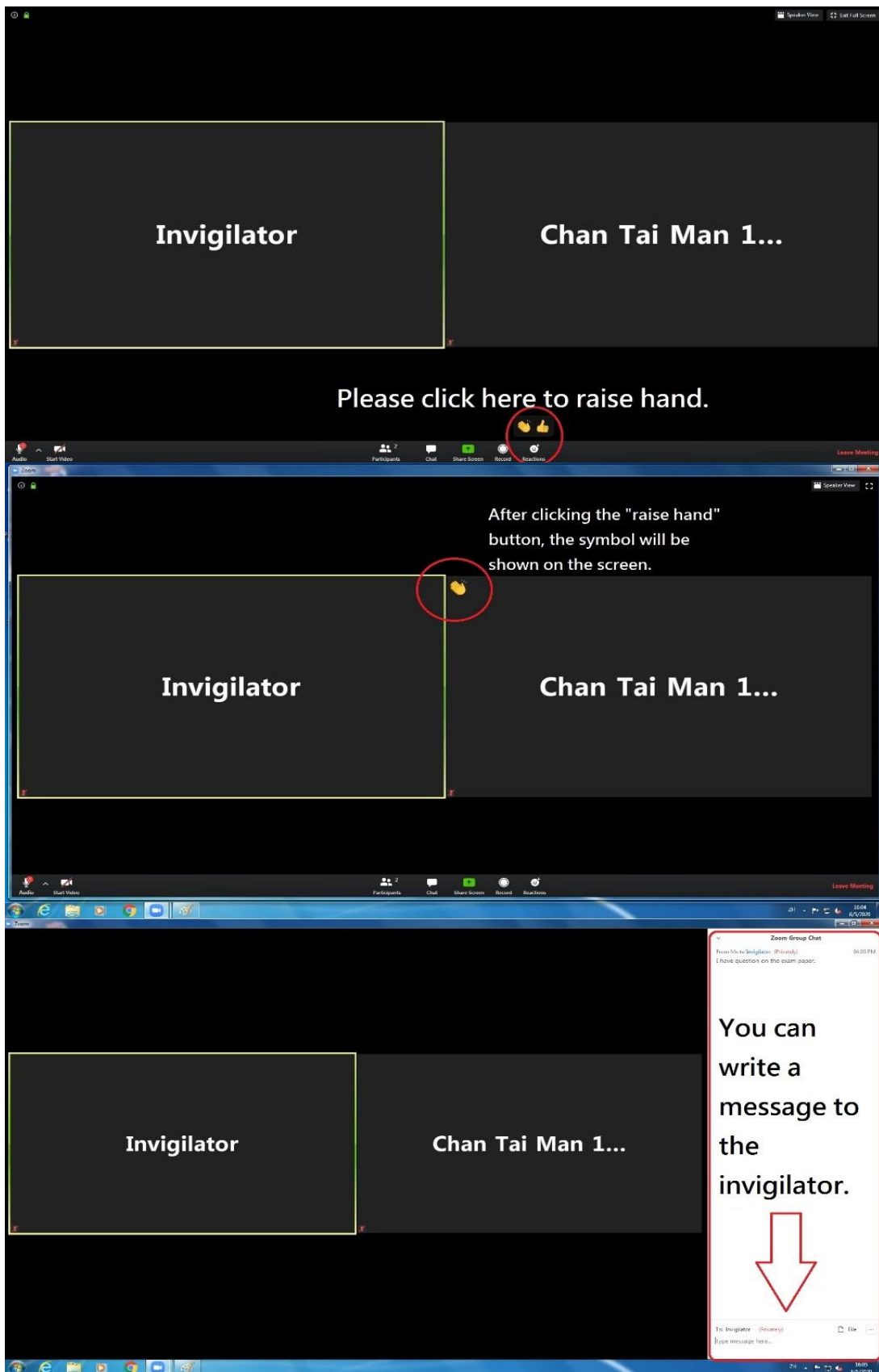
B. Practice Exam

- Schools/Departments will be running a practice examination before the real exam. The purpose of this session will be for you to experience and gain an understanding of how the online exam system works, so that you are familiar and comfortable with the process before undertaking the real exams. The content of the practice exam is therefore not important and should not be used to gauge the type of questions that will be set in your real exam. You will receive more details of the practice examinations from your School/Department in due course.
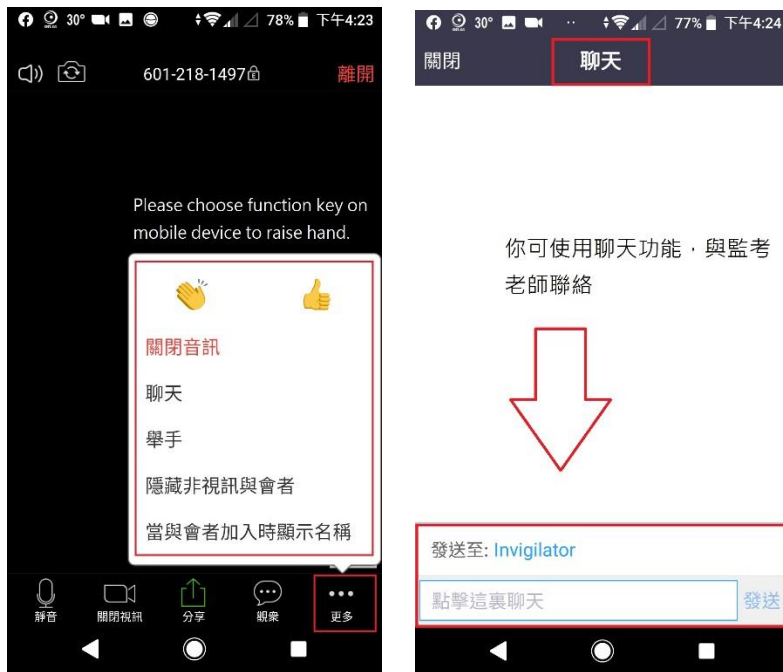
C. 30 Minutes Before the Examination

- You are required to join the Zoom exam 30 minutes before the exam starts. Please mute your mobile phone throughout the exam period.
- To enforce on originality of student work and uphold academic integrity, you are required to complete a declaration form to acknowledge your understanding on the consequences of plagiarism, cheating and misconduct before starting the online examination.
- When the attendance is taken, you should adjust your camera to display your face in real surrounding.
- Late attendance after the examination commenced are not eligible to take the examination.

D. During the Examination

- The invigilator will monitor the process throughout the exam by its Zoom camera.
- The whole examination will be recorded so as to keep a record during the exam in case of any disputes.
- You should not leave your seat without notifying the invigilator. In case you have to do so, you have to press the "raise hand" button and type a request message to the invigilator (e.g. "I want to go to washroom", "I have a question on the exam paper", "I would like to submit my answers and leave the exam", etc). If the time span exceeds 10 minutes, the invigilator will record it in the Irregularity Report Form after the examination (see an example below).

Please click here to raise hand.

After clicking the "raise hand" button, the symbol will be shown on the screen.

You can write a message to the invigilator.

E. **Completion of the Examination**

- When the time is up, you are allowed to have 15 minutes to take clear photos of your exam scripts by using the CamScanner or AdobeScan or a printer to scan your answer scripts into one PDF document You are recommended to send your scanned PDF document into your mail box before performing the upload to Moodle. The email will be used as an evidence for appeal in case of dispute.

- You should double check the converted pdf file to ensure that no page is missing and that everything is clearly legible.

- Those who fail to submit their answer files within 15 minutes without strong justification will be disqualified and no marks will be awarded for respective courses.

- All original answer scripts should be kept properly and returned to the School/Department whenever appropriate.

(II) **Guidelines for "Online Examination"** (without Zoom invigilation)

A. **Important Notes**

- You are required to access the Moodle when downloading the examination papers and submitting the answer scripts through the Moodle. Before the examination, you should familarise yourself with the Moodle interface and make sure your Moodle account is working properly.
- You are responsible for finding a venue that is quiet and conducive to assessment and where standard examination conditions can be maintained. No extra time will be granted to compensate for interruptions and disturbance.
- You are required to download a dedicated answer book (with watermark and page numbers) from the student portal. Minimal hardcopies can be provided at the Registry counter before the examinations in case you have difficulties in printing it at home.
- For submission of answer script, you are required to take photos of their exam scripts after the exam and submit the PDF file to Moodle. Please download tools in advance (e.g. CamScanner or AdobeScan can convert photos into pdf files).

B. **Practice Exam**

- Schools/Departments will be running a practice examination before the real exam. The purpose of this session will be for you to experience and gain an understanding of how the online exam system works, so that you are familiar and comfortable with the process before undertaking the real exams. The content of the practice exam is therefore not important and should not be used to gauge the type of questions that will be set in your real exam. You will receive more details of the practice examinations from your School/Department in due course.

C. **During the Examination**

- To enforce on originality of student work and uphold academic integrity, you are required to complete a declaration form to acknowledge your understanding on the consequences of plagiarism, cheating and misconduct during the online examination.

D. Completion of the Examination

- When the time is up, you are allowed to have 15 minutes to take clear photos of your exam scripts by using the CamScanner or AdobeScan or a printer to scan your answer scripts into one PDF document You are recommended to send your scanned PDF document into your mail box before performing the upload to Moodle. The email will be used as an evidence for appeal in case of dispute.
- You should double check the converted pdf file to ensure that no page is missing and that everything is clearly legible.
- Those who fail to submit their answer files within 15 minutes without strong justification will be disqualified and no marks will be awarded for respective courses.
- All original answer scripts should be kept properly and returned to the School/Department whenever appropriate.