



UTHM
Universiti Tun Hussein Onn Malaysia

FINAL EXAMINATION GUIDELINES

SEMESTER I SESSION 2022/2023



Global Technopreneur
University 2030

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FINAL EXAMINATION PROCEDURE

- Final Examination for Semester I Session 2022/2023 shall be conducted **online** or **face to face**.
- **AUTHOR** is the official Learning Management System (LMS) upon the conducting **Final Examination via online** for Semester I Session 2022/2023. The LMS can be reached through the link : <https://author.uthm.edu.my/SOP>
- The online Final Examination for Semester I Session 2022/2023 can be conducted via **THREE (3)** different methods:



Synchronous and Asynchronous Final Examination

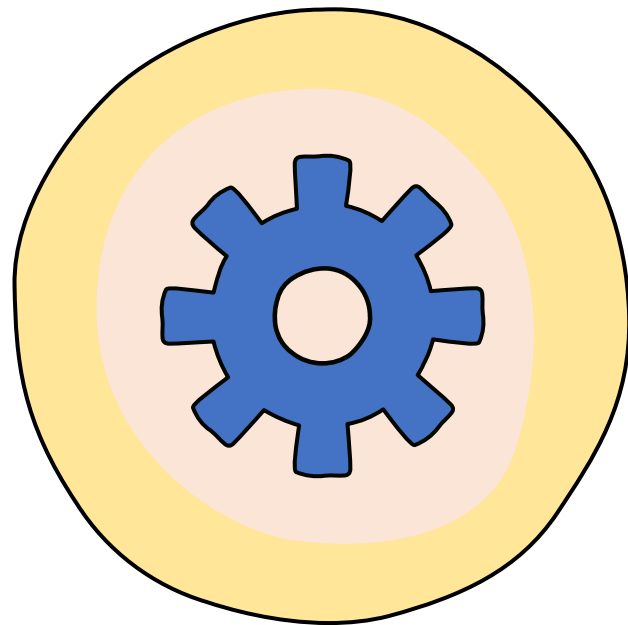


Take Home Examination



Alternative Assessment

FINAL EXAMINATION PROCEDURE



Synchronous, Asynchronous and Take Home Final Examination shall be carried out in accordance to the UTHM Official Final Examination Schedule.



Examination shall be conducted in accordance to the procedure, rules of conduct and ordinance of Universiti Tun Hussein Onn Malaysia issued by Centre For Graduate Studies (CGS) and/or Academic Management Office (AMO)



CGS and AMO shall coordinate and manage the Final Examination Procedure (via Online) in accordance to RPP-14

FINAL EXAMINATION PROCEDURE

- The Faculty should gather the information with regards to student(s) who might face difficulties in taking the Final Examination via Online.
- Centre for Graduate Studies (CGS) and Academic Management Office (AMO) shall provide **Declaration Form** to be filled by each student for each examination taken. This is to ensure that student(s) are aware that any violation towards the procedure, rules of conduct and ordinance shall cause serious implication and shall affect his/her academic and examination results should they are found guilty.
- Student's attendance for the Final Examination can only be considered once the **Declaration Form** is completed and submitted accordingly.



SYNCHRONOUS AND ASYNCHRONOUS FINAL EXAMINATION

OPEN BOOK EXAMINATION

Student(s) are **ALLOWED** to refer to reference book or any form of resources including resources from the internet which related to the examination attempted.

Student(s) are **NOT ALLOWED** to request for consult from another parties throughout the duration of examination.



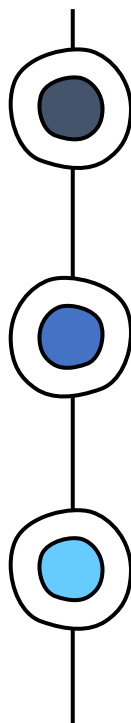
CLOSED BOOK EXAMINATION

Student(s) are **NOT ALLOWED** to refer to reference book or any form of resources including diagrams related to the examination attempted.

Student(s) are **NOT ALLOWED** to request for consult from another parties or their own materials/ documents except for documents granted by the University.



OPEN BOOK EXAMINATION



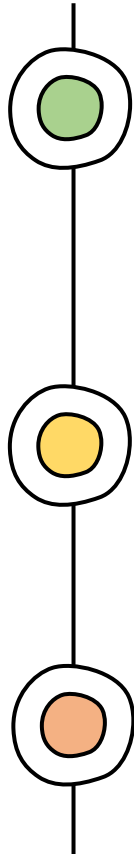
Student(s) are **ALLOWED** to refer to reference book or any form of resources including resources from the internet which related to the examination attempted.

Student(s) are **NOT ALLOWED** to request for consult from another parties throughout the duration of examination.

Chief Invigilators should **set a live conferencing platform for online invigilation** via Google Meet / Zoom / MS Teams for each examination session. The sessions shall be monitored and observed thoroughly by the invigilator and he/she shall uphold the integrity of the Final Examination process.



OPEN BOOK EXAMINATION



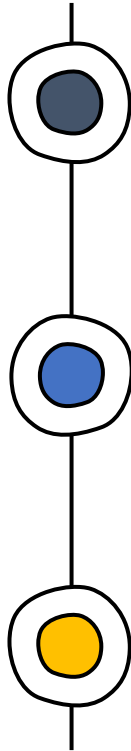
Student(s) are **REQUESTED** to turn the **camera on his/her device ON** throughout the Final Examination Sessions. The camera must be mounted in the best way whereby the invigilator **shall get a clear view** of the **candidate and their surroundings** throughout the examination process.

Invigilator **have the right to record student's actions** should they suspect any academic integrity behavioral issues.

Student(s) are obligated to **request for permission** from the Chief Invigilator should they need to leave the live conferencing platform throughout the Final Examination Sessions.



CLOSED BOOK EXAMINATION



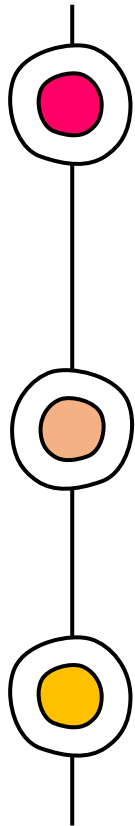
Student(s) are **NOT ALLOWED** to refer to reference book or any form of resources including resources from the internet or diagram(s) related to the examination attempted.

Student(s) are **NOT ALLOWED** to request for consult from another parties or their own materials/ documents except for documents granted by the University.

Chief Invigilator should **set a live conferencing platform for online invigilation** via Google Meet / Zoom / MS Teams for each examination session. The sessions shall be monitored and observed thoroughly by the invigilator and he/she shall uphold the integrity of the Final Examination process.



CLOSED BOOK EXAMINATION



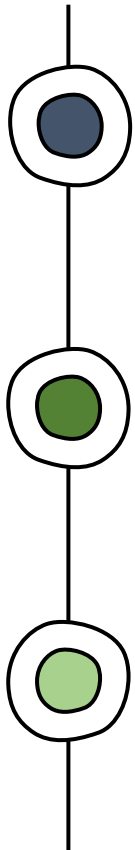
It is **COMPULSORY** for student(s) to turn the **camera on his/her device ON** throughout the Final Examination Sessions. The camera must be mounted in the best way whereby the invigilator **shall get a clear view** of the **candidate and their surroundings** throughout the examination process.

Student(s) are obligated to **request for permission** from the Chief Invigilator should they need to leave the live conferencing platform throughout Final Examination Sessions.

Invigilator **have the right to record student's actions** should they suspect any academic integrity behavioral issues.



CLOSED BOOK EXAMINATION



Chief Invigilator should contact the student(s) should he/she turn the camera on their device **OFF** for more than **FIVE (5)** minutes without any notification or official request.

Chief Invigilator should consult the student(s) on their reason(s) on turning their camera for the device **OFF**.

Should the student(s) intentionally turn the camera on their device **OFF** without any prior notice or valid justification, invigilator shall record the student's details and further notify the faculty for further reference and actions (for any circumstances that may occur).



FREQUENTLY ASKED QUESTIONS



What are the minimum criterion prior taking Final Examination via Online?

- Student(s) should at least have a laptop / desktop ;
- Student(s) should have good internet connection and stable connectivity ;
- Student(s) can find a spot with good internet connection and continuous electricity supply throughout the examination sessions ;

What if the student(s) have insufficient infrastructures or lack no internet connections?

Student(s) shall be given **TWO (2)** options

- a) Student(s) may request to take the Final Examination via Online in UTHM Kampus
- b) Student(s) may request to take the Final Examination via Online in Other Public University in Malaysia in which the location is convenience to the student(s).*

* CGS / AMO shall make an application and further arrangement to the suitable Public University in Malaysia to ensure that the student shall be granted a suitable space to sit for the Final Examination in their University.

FREQUENTLY ASKED QUESTIONS



When should the student(s) login to their AUTHOR account prior sitting for Final Examination sessions?

All student(s) should join the correct AUTHOR classroom **30 minutes** prior the commencement of the Final Examination - in accordance to the Official Final Examination Schedule.

When should the student(s) join the live conferencing platform for Final Examination online invigilation?

All student(s) should join the designated live conferencing platform for Final Examination online invigilation process **30 minutes** prior the commencement of the Final Examination - in accordance to the Official Final Examination Schedule.

FREQUENTLY ASKED QUESTIONS



What if the student(s) failed to download the Final Examination question paper from Author?

1. The student(s) should contact the Chief Invigilator / course coordinator / lecturer about the situation promptly
2. The Chief Invigilator / course coordinator / lecturer should provide the student(s) alternative link to other LMS to aid and give access to the student(s) to download the Final Examination question paper.

What if the student(s) failed to upload his/her answer to Author?

1. The student(s) should contact the invigilator / course coordinator / lecturer about the situation promptly
2. The Invigilator / course coordinator / lecturer should provide the student(s) with **Google Form** link
3. The student(s) should upload his/her answer scripts in the given **Google Form** in the following format

The file name of the answer script should be written as:

Course code_Matric Number

Example : BWK10103_HW12345

FREQUENTLY ASKED QUESTIONS



What if the student(s) intentionally turn the camera on their device OFF without any prior notice or valid justifications?

- The invigilator should record the student's details and further notify the faculty for further reference and actions (for any circumstances that may occur).
- Student(s) are **NOT ALLOWED** to turn the camera on their device OFF for more than **FIVE (5)** minutes without notifying the Chief Invigilator / Course Coordinator / Lecturer

FREQUENTLY ASKED QUESTIONS



What if the student(s) cannot view the password for the Final Examination questions?

1. The student(s) should contact the Chief Invigilator / course coordinator / lecturer about the situation promptly
2. The Chief Invigilator / course coordinator / lecturer should provide the student(s) with the password accordingly.

For multiple choice questions, how will the student(s) know if the answer(s) had successfully been submitted?

After the student(s) click on the small grey bullet (next to the chosen answer), the answer shall be automatically saved and the background of the questions shall turns blue.

FREQUENTLY ASKED QUESTIONS



Shall the student(s) be given time extension to upload their answer scripts?

Question Format	Time Extension Upon Uploading the Answer Scripts
Objectives Question <ul style="list-style-type: none"> • Multiple choice questions • True or False questions • Fill in the blacks 	NO time extension given
Questions in JPEG format	NO time extension given
Questions in PDF format	Student shall be given an extension of 30 minutes to upload their answer scripts in AUTHOR (starting from the end of examination duration – in accordance to the Official Final Examination Schedule.

FREQUENTLY ASKED QUESTIONS



What should the student(s) do prior submitting the Final Examination answer scripts?

- Student(s) need to ensure that answer scripts are **carefully arranged** in accordance to the question number
- Student(s) need to ensure that the scanned version of the answer scripts are **clear** and **readable**
- Student(s) need to ensure that the answer script are **uploaded** in AUTHOR / any other predefined platform accordingly
- Student(s) need to ensure that the answer scripts are uploaded within the stipulated time- - in accordance to the Official Final Examination Schedule.

FREQUENTLY ASKED QUESTIONS



Shall the student(s) be granted to leave the live conferencing platform for Final Examination online invigilation before the end of examination sessions?

- **YES!** Student(s) who wish to leave the examination live conferencing platform **should submit their answer scripts in AUTHOR** accordingly and **notify the invigilator / course coordinator / lecturer** that he/she had submitted the answer script and wish to leave the Examination Conferencing Platform.
- Student(s) shall **NOT** be granted to leave the live conferencing platform **15 minutes** prior the end of examination duration - in accordance to the Official Final Examination Schedule.

Terima Kasih
Thank You