MMU ONLINE EXAMINATION: GUIDELINES FOR COURSE COORDINATORS/LECTURERS /CHIEF INVIGILATOR

Approving Authority	**: Senate**
Establishment Date	**: Trimester 3 2019/2020**
Date Last Amendment	**: Senate Meeting No 228 dated 28 July 2022**
Responsible Department	**: Examination and Records Unit (ERU)**

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1. *The guideline on online examination is takes effect beginning Final Examination Trimester 3, 2019/2020.*

2. *Revision of guideline to insert at no. 5 Platform: Google Classroom (a – e) and Platform: Google Meet (a – f). Approved by Senate Meeting no. 228 on 28 July 2022.*

The purpose of the Online Final Examination Guidelines is to assist MMU academic staff in conducting online final examination. It details out the guidelines for Faculty to carry out online examination.

Students and Invigilator are required to:

1. have at least a laptop/desktop webcam or a smartphone with camera.
2. have good internet connection and stable connectivity
3. set live conferencing platform for online invigilation via Google Meet (GM)
4. find a spot with good and continuous electricity supply during exam.
5. turn on their webcam/camera throughout the examination period until the end of the examination.

      Requirement   : 1. Google Account
                        2. Google Classroom (GC)
                        3. Google Meet (GM)
                        4. Google Form

Flow/Preparation Prior to & On the Exam Day

1	**Examination Time and Duration**
	a. The examination will be conducted based on Malaysian Time.
	b. Online examination will be conducted in Malaysia time. Students have been requested to refer to this link for the time zone. https://www.timeanddate.com/worldclock/converter.html
	c. Please take note that the starting and ending time of online examination are based on Google Classroom Server. Please ensure the time/clock in your devices is synchronized.
	d. Examination Session:
	➢ Morning Session : 9.00am
	➢ Afternoon Session : 2.30pm (except for Friday, exam starts at 3.00pm)
	e. All students will be given **Additional 30 minutes** for each exam. The additional time is for accepting the Honesty Pledge, downloading the Answer Sheet, Examination Question and submitting the Answer Document.

For Example:
Exam Hour: 2 hours or 3 hours
f. First 15 min : to accept the Honesty Pledge, to download Answer Sheet and Examination Question and to check the Examination Question.
g. 2 or 3 hours: to answer the Examination Question
h. Last 15 min : to save the Answer Document and submit.

Law programmes: 3 hours and 15 minutes
i. First 15 min : to accept the Honesty Pledge, to download Answer Sheet and Examination Question and to check the Examination Question.
j. 2nd 15 min : reading time
k. 3 hours : to answer the Examination Question
l. Last 15 min : to save the Answer Document and submit.

2	**Assignment of Course Coordinators / Lecturers cum Chief Invigilators (CI)**	**PIC**	**Deadline / Duration**
	a. Faculty is required to finalize the course coordinator and/or the lecturers for each subject involve in online examination. **b.** The course coordinators and/or the lecturers will assume the role as the Chief Invigilator (CI) for the online examination.	Faculty Admin	14 Feb 2021
3	**Examination Question**	**PIC**	**Deadline / Duration**

	Examination Question Formatting
	a. Course Coordinator to maintain the existing formatting & specification of examination question including the cover page. Sample as per Appendix A.
	b. The duration of examination is maintained.
	  i. Accounting Subjects: 3 Hours
	  ii. Law Subjects (Degree Programme): 3 Hours and 15 minutes
	  iii. Other Subjects: 2 Hours
	
	c. It is not required to send the examination question to ERU.
	d. Faculty Managers/Assistant Managers must check & ensure the examination question follows the formatting & specification. The finalized examination question must be converted to PDF format.
	
	Naming & Saving the Examination Question
	e. Course Coordinator is required to save the examination question as PDF file and name the file following this format:
		Course Coordinator
		
		Faculty Managers/ Assistant Managers
			-

	Exam Question_FinalExam2020_Subject Code Example: Exam Question_FinalExam2020_BLL3000 *Suggestion: Save the finalized Examination Question file where it can be easily located on your PC/laptop for uploading it later in the Google Classroom.*		
4	**Preparation of Invigilation Kit**	**PIC**	**Deadline / Duration**
	ERU to prepare students' attendance list and share it with course coordinators/lecturers for their action & reference.	ERU	3 days before exam
5	**Setting Up the Online Examination Platform**	**PIC**	**Deadline / Duration**

	Platform : Google Classroom (GC)
	
	a. Subject with less than 30 students will require only 1 GC with 1 invigilator – the Subject Coordinator.
	b. Subject with more than 30 students will require more than 1 GC, each GC will be assigned an invigilator who will assume the role of CI. Subject coordinator will be invited to all GCs for the subject.
	c. The assignment of CI & Invigilator will be coordinated by faculty/HOD.
	d. ERU will allocate the students based on their seat number from the attendance sheet.
	e. ERU will share the name list with all CI & Invigilators assigned for the GC. The name list will be separated by the GC they are in.
	f. ERU will be creating Google Classroom & do the necessary setup as follows:
	    i. post an announcement of instructions for students to read & understand the flow of online examination.
	    ii. Upload Answer Sheet template
	    iii. Upload link to Honesty Pledge/Attendance
	    iv. Send invitation to Course Coordinator/Lecturers
	    v. Send invitation to all eligible students for the online exam
	
	Platform : Google Meet (GM)
	
	Invigilators and all students must be in GM at least 15 minutes before the examination start. The duties of CI and Invigilator includes the following:
	    a) To activate the Google Meet Link in GC. [To set live conferencing platform for online invigilation]
		Faculty Admin/ERU
		
		Course Coordinators/Lecturers/
			3 days before exam

	b) To ensure the students turn on their webcam and their microphone be muted throughout the examination. c) To verify the student identity according to their ID. d) To perform room/surroundings checking before the start of the examination. e) To continuously monitor the student's action throughout the examination to prevent any form of copying / cheating during examination. f) If there are any interruptions during the examinations such as hardware failure, internet connections issues, etc., the students are required to report the issue immediately to the invigilator and provide evidence of the issues using video recordings to avoid being penalized for the examination. Note : Students whose laptops and desktops are without webcams, will be required to use their smart phones to connect to the Google Meet.	Chief Invigilators/Invigilator	
6	**Honesty Pledge**	**PIC**	**Deadline / Duration**
	a. It is COMPULSORY for students to accept the honesty pledge prior to the online examination. b. The honesty pledge will also be part of their attendance confirmation. Therefore, this pledge is a mandatory requirement. **Google Classroom (GC):** a. A link to honesty pledge will be provided in 'Classwork' and will appear to students at the beginning/start of exam. b. Students are required to tick 'accept and submit'. c. Honesty pledge is also embedded in the Answer Sheet & students are required to fill in the requested information.	Students	During first 15 minutes of exam starts
7	**Announcement to Students**	**PIC**	**Deadline / Duration**
	ERU will post the announcement of instructions to the students. Students may view the announcement at **Google Classroom (GC) via "Stream" Tab.**	ERU	After creating Google Classroom

8	Joining the Google Classroom		
	Google Classroom (GC): The Course Coordinators/Lecturers will receive invitation to join Google Classroom	Course Coordinator/Lecturers	
9	**Upload of Examination Question**	**PIC**	**Deadline / Duration**

	Google Classroom (GC):
	
	a. The Chief Invigilators (CI) to upload the examination question in Google Classroom.
	b. The examination question is uploaded by creating 'Assignment' at 'Classwork' tab.
	c. CI has **TWO (2)** options to do this:
	
	   i. Upload & post the examination question at the beginning/start of exam **OR**
	   ii. Schedule the examination question to appear to students at the beginning/start of exam.
		Chief Invigilator/Course Coordinator	1) At the beginning/start of exam
			2) Scheduled to appear to students at the beginning/start of exam

10	**Enquiry/Question from Student**	**PIC**	**Deadline / Duration**
	Google Classroom (GC): a. If student have any question, they can privately message their lecturer in 'Classwork'. b. Chief Invigilator (CI) must check frequently if there is any new message in 'Classwork'.	Chief Invigilator/Invigilator	Frequently
11	**Amendment of Examination Question**	**PIC**	**Deadline / Duration**
	Google Classroom (GC): a. The Chief Invigilators are to make an announcement via Google Meet if there is any amendment to the Examination Question. b. The amendment will also be updated in 'Classwork'.	Chief Invigilator/Course Coordinator	If any

12	Announcement to be made/posted	PIC	Deadline / Duration
	During the examination duration, the Chief Invigilator will make 4 announcements: a. 1st Announcement: To inform the students of the start of exam. This announcement will be at the start of exam. b. 2nd Announcement: To remind the students on the remaining time left which is 20 minutes before the end of exam, and c. 3rd Announcement: To inform the student to stop typing/writing at the end of exam time and to request students to start saving their work for submission. d. 4th Announcement: To remind the students that no submission will be accepted beyond this point. For Example: 2 hour-exam: Exam starts : 9.00 am. First 15min - the preparation for exam. 1st Announcement: at 9.00am 2nd Announcement: at 10.55am 3rd Announcement: at 11.15am 4th Announcement: at 11.30am **Google Classroom (GC):** The Chief Invigilators are to make the above announcements via Google Meet and will post the announcement on the 'Classwork' tab too.	Chief Invigilator	At the start of exam time 20 Minutes before exam duration ends At the end of exam duration At the end of additional time.

Sample announcement to students:

Announcement	Example: 2 hours-exam Exam starts: 9.00 am. (First 15min - the preparation for exam)	Instructions
1st Announcement:	1st Announcement: at 9.00am	**"Please accept the Honesty Pledge, Download the Exam Question & you may begin now."**
2nd Announcement:	2nd Announcement: at 10.55am	**"You have another 20 minutes before exam ends."**
3rd Announcement:	3rd Announcement: at 11.15am	**"Stop typing/writing. Save your answers now for submission."**
4th Announcement:	4th Announcement: at 11.30am	**"Submission will no longer be accepted."**

Announcement	Example: 3 hours-exam Exam starts: 9.00 am. (First 15min - the preparation for exam)	Instructions
1st Announcement:	1st Announcement: at 9.00am	**"Please accept the Honesty Pledge, Download the Exam Question & you may begin now."**
2nd Announcement:	2nd Announcement: at 11.55am	**"You have another 20 minutes before exam ends."**
3rd Announcement:	3rd Announcement: at 12.15pm	**"Stop typing/writing. Save your answers now for submission."**
4th Announcement:	4th Announcement: at 12.30pm	**"Submission will no longer be accepted."**

Announcement	Example: 3 hours 15 minutes-exam Exam starts: 9.00 am. (First 15min - the preparation for exam)	Instructions
1st Announcement:	1st Announcement: at 9.00am	**"Please accept the Honesty Pledge."**
2nd Announcement:	2nd Announcement: at 9.15am	**"Please Download the Exam Question. Reading Time – 9.15am Answering Time – 9.30am."**
3rd Announcement:	3rd Announcement: at 12.10pm	**"You have another 20 minutes before exam ends."**
4th Announcement:	4th Announcement: at 12.30pm	**"Stop typing/writing. Save your answers now for submission."**
5th Announcement:	5th Announcement: at 12.45pm	**"Submission will no longer be accepted."**

13	**Submission of Answer Document**	PIC	Deadline / Duration
	a. Type: Students are required to save their Answer Document in PDF file. b. Writing: Students are required to scan their document and save it as PDF file. c. Students are required to name the file in this format: Lecture Section_Student ID_Subject Code Example:TC01_1191234567_ABC1234 d. Students must ensure that they submit the **correct** Answer Document within the stipulated duration. The submission will be time-stamped in the system. e. Answer Document which is submitted after the stipulated time period will not be accepted. f. Answer Document which is submitted to platforms other than the identified ones will not be accepted. g. Submitting the wrong Answer Document will result in failure for the subject. h. Only one submission will be accepted. i. Course Coordinators/Lecturers may cross check the submission of Answer Document against the attendance sheet provided by ERU.	Students Course Coordinators/Lecturers	within the stipulated time period

	Google Classroom (GC): Submission of the Answer Document is made at the same place where students downloaded the Examination Question earlier. (Classwork > View Assignment > Your Work > Add or Create *(upload your Answer Document*) > Mark as Done > Hand In *(submission to the Lecturer)*	Students	
14	**Download & Marking of Answer Document**	PIC	Deadline / Duration
	Examiners are required to download & save the Answer Document before start marking.	Examiners	After exam ended -deadline of mark submission

Note:
1. *Refer to file "2. Online Exam Google Classroom Setup Infokit (CI Reference)" for further details on Google Classroom Setup (How to guide).*