**School of Electrical & Electronic Engineering**

# PPKEE ONLINE ASYNCHRONOUS EXAMINATION INSTRUCTION

## - General Instruction -

A. **GENERAL INSTRUCTIONS FOR CANDIDATES**

a) The university expects all candidates to uphold the highest integrity and honesty when taking all online examinations and assessments. Candidates must ensure that they do not resort to any prohibited conduct and access restricted/forbidden materials that can be associated with an act of cheating during examination. Any act of cheating, copying, or trying to cheat or copy during an online examination, once reported to the university, will be investigated by the university's disciplinary committee. If a candidate is found guilty of cheating, copying, or tryingto cheat or copy, appropriate disciplinary action will be taken against the candidate concernedby the university. This may include failing the course, being suspended from the study, or being expelled from the university.

b) Candidates must take note of details in the examination timetable, such as the date and time for their respective papers. Students are advised to refer regularly to the School and University's website or relevant circular/announcement for any amendments to the examination timetable. Misreading the examination timetable cannot be accepted as a reason for failing to attend an examination. Candidates will be given an 'F*' grade and will not be allowed to sit for the Supplementary Examination during the Long Break.

c) Candidates must carefully observe all instructions stated on the final examination paper as different papers/courses may have different instructions.

d) Candidates who are unable to sit for any examination registered must inform (in writing) the Registrar [through the Principal Assistant Registrar (Examinations and Graduation Unit)] of the reasons for their absence from the examination. The letter must be supported with valid documents [Medical Leave Certificates must be issued by the Health Centre (Pusat Sejahtera) at USM, USM Panel Clinics or Government Hospital/Clinic] within 48 hours from the end of the said examination paper. Failure to do so will imply that the candidate does not have any valid reason and will, therefore, be likely to be given an 'F*' grade for the paper.

e) Candidates who fail to attend **all** their examination papers without any valid reason acceptableto the University Examination Council or the university's prior approval will be deemed to have failed and be deregistered as university students.

B. **PREPARATION GUIDE**

1. **Minimum Browser Requirements**
   Google Chrome, Mozilla Firefox, Safari, Edge, Internet Explorer

2. **Minimum Device Requirements**
   Smartphone (Android, iOS, and Windows), Tablet, iPad, Laptop, Desktop Computer with Internet

3. **Before the Examination**

   a) Candidates must log in to the dedicated URL (elearning.usm.my) 30 minutes

before the final examination. However, a different course may require the candidates to log in earlier. Thus, this instruction should be read together with the instruction at the course level.

b) Candidates must read PPKEE Online Asynchronous Examination Instruction as provided by the School.

c) Candidates must read the instructions carefully as the instructions and time of examination differ depending on which paper/course is being taken.

**4. During the Examination**

a) Candidates must answer the required questions within the period allotted for the exam.

b) As the time allocated for the asynchronous exams may vary between courses, candidates must be aware of the submission time and submit or upload the answer scripts as instructed.

c) If candidates are required to do their exam online throughout the exam time, answers are saved by the e-learning system at a 2-minutes interval. If the candidates have to re-login to complete the exam, the prior answer will remain from the last system saved. This applies to papers /courses with Multiple Choice Question (MCQ), which uses e-learning to shuffle questions and answers.

d) If candidates are required to download their exam questions and answer their exam offline during the exam time, candidates should be aware that they need to be online at least 15 minutes before the submission time ends to make sure that the answers can be uploaded as instructed. Refer to the specific instruction of the relevant paper/course.

e) Candidates must ensure that they have answered and submitted their final examination according to the instructions stipulated in the different papers/courses.

*If you have any questions or face any technical problems, please contact the **exam invigilators (the academic staff)** immediately.*

**C. EXAMINATION REQUIREMENTS**

1. The following items are required to sit for the examination:

a) A **web camera.** Please note that the web camera can be built-in to your mobile phone OR a mountable web camera.

b) A **microphone**. It can be inbuilt or detached from your computer. Most computers comewith inbuilt microphones and speakers.

**2. Before the Examination**

a) Finding a suitable location to sit for the examination

- You may sit for your exam at a suitable venue where you are guaranteed to have a quiet space free from distractions and disturbances. This could be at home, in the appropriate location, in a quiet library or in the student's

hostel.

- Your responsibility is to ensure that you are in a quiet location conducive to performing examinations throughout the examination period. You should be in a location where other people will not be roaming around close to you.

- If you are taking the examination in the hostel, ensure that you are secluded from your coursemates and other colleagues to focus on answering the examination without any distraction or help from others. Any candidate caught cheating, copying, trying to cheat, or copying during the online examination will be subjected to appropriate disciplinary action by the university.

b) Testing your camera

To ensure that your face will be clearly visible on the web camera during the exam, prepare yourself in advance by following the following points:

i. **Webcam live picture of yourself**
- Check that the live webcam picture is in focus. If your picture is out-of-focus, please adjust your web camera settings.
- **DO NOT SETUP** your camera with a blurred or virtual background during the examination period.
- Regardless of sitting for the exam in the daytime or at night, the captured picture must not be too dark or too light.



ii. **Positioning of the web camera**
- The web camera should be positioned in front of the candidate to capture the candidate's face during the introduction period (the first 30 minutes) for identity confirmation.
- After the introduction session:
  - Option A (***Dual device setup***) - The web camera is placed at the candidate's side (during the actual examination and submission periods) to capture the view of the candidate answering the exam question together with the computer screen used to access the e-Learning portal for an examination question.
  - Option B (***Mirror setup***) – A mirror is placed at the candidate's side (during the actual examination and submission periods) to capture the view of the candidate answering the exam question through the computer screen used to access the e-Learning portal for an examination question.
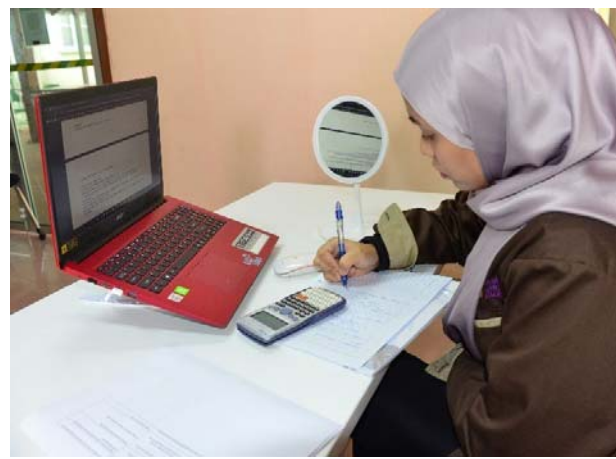
### 3. During Examination

a) **All candidates** are required to turn on their web camera at the appropriate required location as soon as they join the Webex Meeting session setup to examine the respective candidate for identity confirmation purposes. The web camera should **remain on** as required throughout the examination and submission periods.

b) Do **NOT WEAR** a hat/mask during the exam (unless for a specific reason, please inform the Invigilator a day before or 30 minutes before the exam (during the briefing/introduction session).

## D. TIME-LINE FOR ONLINE ASYNCHRONOUS EXAMINATION

| TIME-LINE | ACTIVITY | RESPONSIBLE PERSON/PARTY |
|---|---|---|
| BEFORE EXAMINATION | | |
| Revision Week | Briefing session for all students. | Course Manager |
| 7 days | Course Manager uploads all relevant documents, including Instruction for Online Asynchronous Examination and Declaration Form to E-Learn @USM, and the relevant meeting links complete with the associated grouping of students.<br><br>For examination monitoring, it is advised that multiple Webex meeting links are created, and the students are divided into several groups. | Course Manager |
| 3 days | Students sign the Declaration Form and upload it to E-Learn @USM. | Students |
| DURING EXAMINATION | | |
| 30 minutes | Students download the examination question and register for attendance via E-Learn @USM. | Students |
| | Students log in to the link (either Webex or Microsoft Teams) and **TURN-ON** their Web Camera for identity confirmation.<br><br>The Course Manager will provide a briefing for the final examination.<br><br>Students are required to keep their Web Camera **ON** throughout the examination. | Course Manager / Students |
| 5 minutes | Students download the password for the examination question. | Students |
| 0 minute | Students begin answering examination questions. | Students |
| 1, 2 or 3 hours of examination | The Course Manager announces to all students to stop answering. | Course Manager |
| | | |
| AFTER EXAMINATION | | |
| 30 minutes | Students submit ALL examination scripts via eLearn@USM. | Students |
| | Course Manager confirms the submission of all answer scripts before adjourning the examination session. | Course Manager |