



ONLINE FINAL EXAMINATION GUIDELINES

DURING COVID-19 PANDEMIC

UNIVERSITI TEKNOLOGI MALAYSIA
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ONLINE FINAL EXAMINATION GUIDELINES DURING COVID-19 PANDEMIC

1.0 Purpose:

The purpose of the Online Final Examination Guidelines is to assist UTM academic staff and all related stakeholders in conducting online final examination during COVID-19 Pandemic. It details out the suggestions and recommendations for School/Faculty to carry out online final examination.

2.0 About the Guidelines:

The guideline has two (2) main sections:

- i. Asynchronous Online Examination
- ii. Synchronous Online Examination using UTM e-Learning.

The guidelines should be read in conjunction with University/Faculty/School policies and procedures, UTM Academic Regulations as well as relevant circulars issued during the COVID-19 pandemic by UTM management as well as the Government of Malaysia.

UTMLead is the owner of the Guidelines and is responsible for changes and approval from Senate University.

3.0 Introduction

1. For all online examination methods, lecturers have to ask their students to fill in the **Internet and Computer Availability & Compatibility Checklist for Online Final Exam** in Appendix 1.
2. Lecturers have to ensure that students have read, understand, and signed the **Online Final Examination Procedure Form** in Appendix 2.
3. School/Faculty can choose one of the following online final examination methods:
 - i. Asynchronous Online Exam
 - ii. Synchronous Online Examination using UTM e-Learning.
4. For both methods, there are important steps to be taken before, during and after the online final examination.
5. Lecturers can propose alternative online exam methods to the same exam based on case-by-case basis by ensuring fairness and exam integrity to all students.
6. Frequently asked questions can be found in Appendix 3.

3.1 Asynchronous online exam

(where exam time is set (eg. 1.5 hours), students download exam questions, and after 1.5 hours, they upload answers online)

The suitability of this online exam is as follows:

- i. Students **have** internet connection **but limited** connectivity.
- ii. Students have at least a **mobile phone with camera**.
- iii. Exam allows open-book. Design questions that require either or both of interpretation and insight.
- iv. At least 2 sets of exam questions assigned to students randomly.
- v. This method can be used for alternative assessment type of questions.

The suggested step-by-step process is as follows:

- i. Before exam
 1. Lecturer ensure students submit their Internet and Computer Availability & Compatibility Checklist for Online Final Exam and Online Exam Consent Form.
 2. Ensure exam questions have been vetted.
 3. Identify a platform for students to upload answers (preferably using UTM e-learning 'Assignment' tool).
 4. If lecturers expect students to submit large size files (more than 500 MB), that they have to upload, use or specify alternative platforms such as submission through email/Google Drive etc.
 5. Set two types of submission: Interim Answer Submission (Draft Submission of answers at least 30 minutes before exam time is over) and Final Answer Submission (Final Submission of Answers after exam time is over).

6. Set exam time and date (eg. Due date for 'Assignment' submission).
7. Add buffer time for students to upload answers (15 minutes extra time for Interim Submission and 15 minutes extra time for Final Submission).
8. Lecturers have to protect examination question with password. Allow 30 minutes for students to first download the exam questions.
9. Carry out briefing session to students about the exam process.
10. Carry out mock up exam especially with students who have internet connection problem.
11. Set a platform for students to communicate with lecturer during exam (eg. Create a Whatsapp Group for Online Exam Q&A).
12. Read/Share Online Exam Rules and Regulation with students (see **Appendix 4**).

ii. During exam

1. Take students' attendance.
2. Allow students up to 30 minutes to download examination questions.
3. Give out exam questions password to students.
4. Start the exam.
5. Be **alert and be reachable** to students during **entire exam time** via the set communication platform (example via Whatsapp, Messages, Facebook etc).
6. Lecturers make sure students **upload answers / take photos for calculation type exams** to the dedicated folder.
7. Prompt students to **submit Interim Answers** at any given time during online exam.
8. Check so that all students' answer submission is available in the Interim Submission Folder.
9. Check so that all students' answer submission is available in the Final Submission Folder.
10. Remind students to submit the correct files or complete answer scripts and that no appeal will be entertained for incorrect files or incomplete answer scripts after the exam.

iii. After exam

1. Check similarity of students' answers from Interim Submission and Final Submission if lecturers doubt about students' answers.
2. Run Turnitin to students' answers if necessary.
3. Remind students to submit the correct files or complete answer scripts. No appeal will be entertained for incorrect files of incomplete answer scripts after the exam.

3.2 Synchronous Online Examination using UTM e-Learning.

(where exam time is set (eg. 1.5 hours), students answer questions in e-learning UTM system using the same traditional exam questions (that is not project-based, problem based or any other alternative assessment methods).

Synchronous Online Examination using UTM e-Learning can be carried out in three ways:

- i. With manual online invigilation
- ii. With online proctoring
- iii. Randomization of questions (No invigilation and no proctoring)

3.2.1 Synchronous Online Examination using UTM e-Learning with manual online invigilation.

(where exam time is set (eg. 1.5 hours), students answer questions in online system using the same traditional exam questions (that is not project-based, problem based or any other alternative assessment methods) but they have to turn on video conferencing such as Webex/Zoom/Google Meet throughout the whole online exam session. Lecturers monitor them through video conferencing).

The suitability of this online exam is as follows:

- i. Students have good internet connection and stable connectivity.
- ii. Students are aware about the cost of live video conferencing.
- iii. Students have at least a laptop/desktop with camera.
- iv. Students can find a spot with good and continuous electricity supply during exam.
- v. Students are in an Academic Program that requires Professional Body Accreditation.
- vi. Exam allows open-book or closed book.
- vii. At least 2 sets of exam questions assigned to students randomly online.

The suggested step-by-step process is as follows:

- i. Before exam
 1. Lecturer ensure students submit their Internet and Computer Availability & Compatibility Checklist for Online Final Exam and Online Exam Consent Form.
 2. Lecturers upload all questions in UTM e-Learning question bank.
 3. Set exam time and date.
 4. For exam that requires **longer than 1.5 hour** (eg. Up to 2 hours): **Divide your exam session** into 2/more separate online exam sessions. For example: Question from Part A has to be answered for 1 hour on Day 1. Question from Part B has to be answered for 1 hour on Day 2 or on the same day. However, if students can confirm internet stability for more than 1.5 hour, lecturers can choose to have more than 1.5 hour exam duration.

5. Set **live conferencing platform** for online invigilation using Webex/Zoom/Google Meet.
6. For courses that involve many sections, students can be divided into smaller groups and more invigilators can be appointed and assigned to different Webex/Zoom/Google Meet online invigilation session to monitor students.
7. Carry out **briefing session** to students about the exam process.
8. Carry out **mock up exam** especially with students who have **might have internet connection problems**.
9. **Set a platform for students to communicate with lecturer during exam** (eg. Create a Whatsapp Group for Online Exam Q&A).
10. **Read/Share Online Exam Rules and Regulation** with students.

ii. During exam

1. Take students' attendance.
2. Ask students to login to the set live video conferencing platform (eg. Facebook Live, Webex, Zoom etc), place their mobile phones where lecturers can see them, show their video (no frozen image is allowed).
3. Lecturer **record the session**.
4. Lecturer makes sure students start the exam in front of computers.
5. Lecturers **invigilate students** through the **live video conferencing platform** during online exam.
6. Be **alert and be reachable** to students during **entire exam time** via the set communication platform (example via Whatsapp, Messages, Facebook etc).

iii. After exam

1. **End the recorded session** and keep the video for audit purposes.
2. Check whether all students have submitted their answers through UTM e-learning logs.
3. Remind students to submit the correct files or complete answer scripts. No appeal will be entertained for incorrect files of incomplete answer scripts after the exam.

3.2.2 Synchronous Online Examination using UTM e-Learning with online proctoring.

(where exam time is set (eg. 1.5 hours), students answer questions in UTM e-learning using the same traditional exam questions (that is not project-based, problem based or any other alternative assessment methods) but they have to turn on online proctoring throughout the whole online exam session. Online proctor monitor and record the whole session).

The suitability of this online exam is as follows:

- i. Students **have good** internet connection **and stable** connectivity.
- ii. Students are aware about the cost of live video conferencing.
- iii. Students have at least a **laptop/desktop with camera**.
- iv. Students can find a spot with **good and continuous electricity during exam**.

- v. Students are in an academic program that requires **Professional Body Accreditation**.
- vi. Exam **allows open-book or closed book**.
- vii. **At least 2 sets of exam questions** assigned to students **randomly online**.

The suggested step-by-step process is as follows:

i. Before exam

1. Lecturer ensure students submit their Internet and Computer Availability & Compatibility Checklist for Online Final Exam and Online Exam Consent Form.
2. Upload all questions in UTM e-Learning question bank.
3. Set exam time and date.
4. Contact UTM Digital and UTMLead to assist with online proctoring process.
5. Carry out briefing session to students about the exam process.
6. Carry out mock up exam especially with students who have might have internet connection problems.
7. Set a platform for students to communicate with lecturer during exam (eg. Create a Whatsapp Group for Online Exam Q&A).
8. Read/Share Online Exam Rules and Regulation with students.

ii. During exam

1. Take students' attendance.
2. Students start the exam in front of computers.
3. Be **alert and be reachable** to students during **entire exam time** via the set communication platform (example via Whatsapp, Messages, Facebook etc).

iii. After exam

1. Check whether all students have submitted their answers through UTM e-learning logs.
2. Remind students to submit the correct files or complete answer scripts. No appeal will be entertained for incorrect files of incomplete answer scripts after the exam.

3.3.3 Synchronous Online Examination using UTM e-Learning with question randomization, no online invigilation and no online proctoring.

(where exam time is set (eg. 1.5 hours), students answer questions in UTM e-learning using the same traditional exam questions that has been randomized (that is not project-based, problem based or any other alternative assessment methods) but no online proctoring and no lecturer monitors the live online exam session).

The suitability of this online exam is as follows:

- i. Students **have good** internet connection **and stable** connectivity.
- ii. Students have at least a **laptop/desktop**.
- iii. Students can find a spot with **good and continuous electricity supply during exam**.
- iv. Students are not in an **Academic Program that requires Professional Body Accreditation**.
- v. Exam **allows open-book or closed book**.
- vi. **At least 2 sets of exam questions** assigned to students **randomly online**.

The suggested step-by-step process is as follows:

- i. Before exam
 1. Lecturer ensure students submit their Internet and Computer Availability & Compatibility Checklist for Online Final Exam and Online Exam Consent Form.
 2. Upload all questions in UTM e-Learning question bank.
 3. Create an exam with random questions setting.
 4. Set exam time and date.
 5. For exam that requires **longer than 1.5 hour** (eg. Up to 2 hours): **Divide your exam session** into 2/more separate online exam sessions. For example: Question from Part A has to be answered for 1 hour on Day 1. Question from Part B has to be answered for 1 hour on Day 2 or on the same day. However, if students can confirm internet stability for more than 1.5 hour, lecturers can choose to have more than 1.5 hour exam duration.
 6. Carry out **briefing session** to students about the exam process.
 7. Carry out **mock up exam** especially with students who have **might internet connection problem**.
 8. **Set a platform for students to communicate with lecturer during exam** (eg. Create a Whatsapp Group for Online Exam Q&A).
 9. Read/Share Online Exam Rules and Regulation with students.
- ii. During exam
 1. Take students' attendance.
 2. Lecturer keep an eye on students' quiz log (in UTM e-Learning or other platforms)
 3. Be **alert and be reachable** to students during **entire exam time** via the set communication platform (example via Whatsapp, Messages, Facebook etc).

iii. After exam

1. Check whether all students have submitted their answers through UTM e-learning logs.
2. Remind students to submit the correct files or complete answer scripts. No appeal will be entertained for incorrect files or incomplete answer scripts after the exam.

References:

- Bengtsson, L. (2019). Take-Home Exams in Higher Education: A Systematic Review. *Education Sciences*, 9(4), 267.
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- Harper, R., Bretag, T., & Rundle, K. (2020). Detecting contract cheating: examining the role of assessment type. *Higher Education Research & Development*, 1-16.
- Marsh, R. A comparison of take-home versus in-class exams. *J. Educ. Res.* **1984**, 78, 111–113.

Appendix 1: Internet and Computer Availability & Compatibility Form for Online Final Exam

Please fill in all the information and submit the form to your Lecturer.

Name: Click or tap here to enter text.

Matric ID: Click or tap here to enter text.

Location Address: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Program: Click or tap here to enter text.

I have a computer to do online final exam: Choose an item.

I have mobile phones with camera: Choose an item.

No	Minimum Requirements	Available (/) or Not Available (X)
Minimum requirement for all online exam		
1	PC Users: Windows Vista or higher	
2	For Mac users: OS X 10.5 or higher	
3	Internet download speed: 0.768 Mbps	
4	Internet upload speed: 0.384 Mbps	
5	RAM: 1024 MB	
Additional requirement for online exam with invigilation and proctoring		
1	Web Camera (640 x 480 resolution)	
2	A functioning microphone	
3	A compatible browser: Google Chrome (preferred), Mozilla Firefox or Safari	
4	Adobe Flash Player	
5	Ports: 1935, 843,80 , 443, 61613, UDP/TCP	

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.

4. 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 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 answer 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.

Appendix 3: Frequently Asked Questions

1. Students with less than 80% class attendance for online final exam

The requirement for 80% attendance in order to sit for final examination does not apply during COVID-19 pandemic.

2. Students choose to drop online examination (probably due to not genuine reasons such as: drop online exam after observing that online examination is difficult)

If students inform lecturers immediately at the beginning of the exam (first 10 minutes), lecturers can choose to request students to carry out exam using different online exam method (such as asynchronous online exam).

3. Students caught cheating during online examination.

Students will be penalized as stated in respective Academic Regulations and University can apply the needed measures.

4. Students have technical issues during online exam

If lecturers were informed immediately, lecturers have to give students up to 30 minutes extra time to continue online exam (regardless of frequency being disconnected). If students need more time, students are requested to apply for Special Examination (Peperiksaan Khas).

5. Students took longer time to submit answer than the allocated time (extra 30 minutes).

If students took longer than the given buffer time to submit their answer and did not inform lecturer within the given 30 minutes, lecturer can assume that students' problem is not genuine. Lecturer has the right to not accept students' late answer submission.

6. Students cannot upload answer scripts to UTM e-Learning because file is too big.

Ask students to send via email/Google Drive and the worst case scenario send photos through WhatsApp.

7. Students to copy/paste answers from friends.

Check students' answers similarity in Interim Submission and Final Submission (for Online Asynchronous Exam).

Check students' log in e-learning for submission time as well as proctoring logs for online proctoring exam.

Run plagiarism checking to students' answers.

8. Student says they missed a page in uploading their answer script

If students inform lecturer within the given 30 minutes extra time, students could be allowed to resubmit their answers. However, if this issue arises after 30 minutes extra time has ended, lecturer has the right to not accept students' resubmission. It has been clearly informed to students in Online Examination Rules and Regulations.

9. Student was disconnected during online exam and cannot resume.

Student is advised to leave the exam and take examination at later scheduled date.

10. Student was disconnected during online exam but can resume after some time.

Student can resume/drop online exam but no extra time should be offered because students are aware that they have to have good internet connection for online exam.

11. Students lost some time after being disconnected.

Student can choose to resume/drop online exam but no extra time should be offered because students are aware that they have to have good internet connection for online exam.

12. Student receives time-out / network error prompt when tried to resume online exam session.

Student can choose to resume/drop online exam but no extra time should be offered because students are aware that they have to have good internet connection for online exam.

13. Online exam runs but live video conferencing stops during manual online invigilation using Webex/Zoom/Google Meet.

Student is advised to leave the exam and take examination at later scheduled date.

14. Students wanted to go for toilet breaks during online exam (during online proctoring or manual online invigilation).

No toilet breaks are allowed for online exam that lasts for 90 minutes unless students can provide evidence of health-related issues for toilet breaks. For these students, no extra time will be given due to toilet breaks.

15. Students cannot sit for online final exam because insufficient infrastructure (such as no internet connection etc)

Students have to apply for Special Examination where during Special Examination students will be requested to sit for online exam at a designated location by University.

Appendix 4: Online Examination Rules and Regulations

General Online Final Examination Rules

1. Student must carefully listen and follow instructions provided by examiner.
2. Student is allowed to start examination only after confirmation of examiner if all needed conditions are implemented.
3. During all examination session student has to keep his camera and sound on (except for no online invigilation and no online proctoring exam).
4. During all examination session student has to ensure, that he is 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 session student is not allowed to use any other devices, applications, except UTM e-learning, Webex or other sites permitted by course lecturer.
7. After completing the exam student must inform examiner via personal message via the set communication platform (eg. Whatsapp etc) about completion of exam and after examiner's confirmation leave examination session.
8. Thirty minutes (30 minutes) extra 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.
9. Any technical issues in submitting answers online have to be informed to respective lecturer within the given 30 minutes. Request for re-examination or appeal will not be entertain if complains are not made by students to their lecturers within the given 30 minutes.
10. At any circumstances student is not allowed to disturb other participants of examination session.
11. Students are not allowed for toilet breaks during online examination (except for 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 student is not allowed to cheat during examination session. If any kind of cheating behavior is observed, UTM have a right to follow related terms and provisions stated in the respective Academic Regulations and apply needed measures.
13. Proctoring, invigilation and preventing cheating measures are in place for all online examination hence students are advised to maintain integrity and honesty during online exam.

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