

Taklimat Peperiksaan Akhir dalam Talian semasa COVID-19

UTM Academic Leadership, UTMLead

Garis Panduan Peperiksaan Akhir Dalam Talian semasa Pandemik COVID-19

Asynchronous Online Exam

Synchronous Online Exam

- Synchronous online exam with online invigilation
- Synchronous online exam using online proctoring
- Synchronous online exam; no invigilation and no proctoring

Garis Panduan Peperiksaan Akhir Dalam Talian semasa Pandemik COVID-19

Seksyen

Perincian

Asynchronous Online Exam

- Terbahagi kepada:
 - **Suitability** (keperluan infrastruktur dan jenis pentaksiran yang dicadangkan)
 - **Step-by-step:**

Synchronous Online Exam

- *Before* (Langkah persediaan sebelum peperiksaan bermula cth. cara penghantaran soalan, set medium komunikasi dll)
- *During* (ambil kehadiran, proses pemantauan)
- *After Exam* (semakan penghantaran jawapan, pelajar keciciran dll)

Online Examination Procedure (For Students)

- *Requirement, Platform used, Procedures for all online exam, Consent to record and collect information*

General Online Exam Rules and Regulations

- Perlu dibacakan/dikongsi kepada pelajar oleh Pengawas Peperiksaan sebelum menduduki peperiksaan dalam talian.

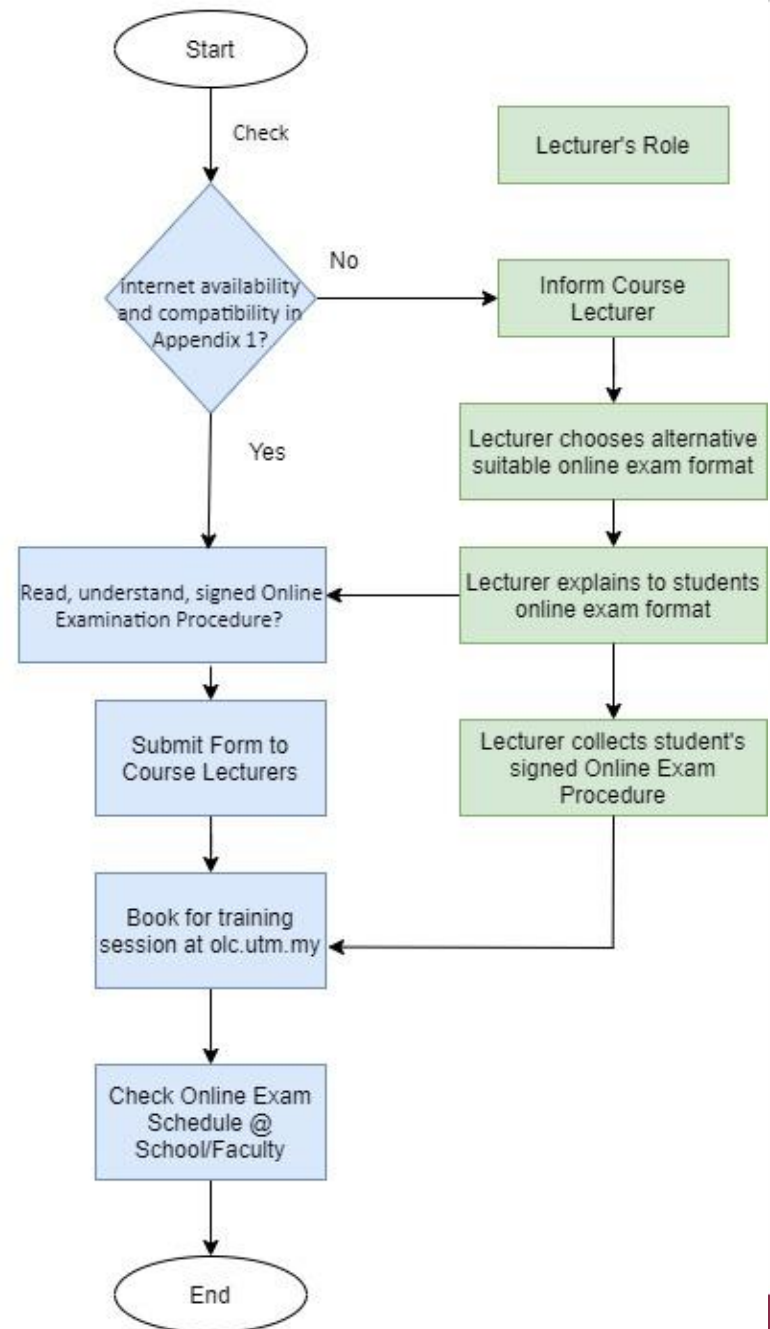
Frequently Asked Questions

- Soalan lazim dan cadangan tindakan yang perlu dilakukan oleh pensyarah apabila menghadapi masalah teknikal semasa peperiksaan dalam talian.

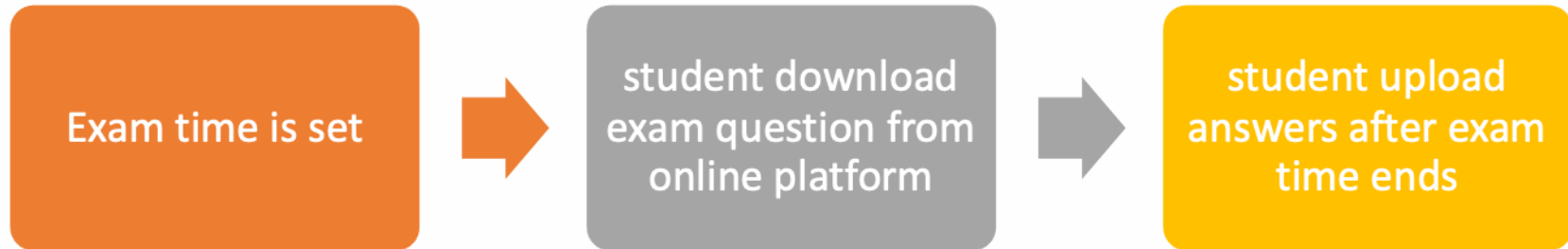
To-do List Before Online Final Exam

1. Internet Availability Form p.10
2. Online Final Exam Procedure Consent Form p. 11 - 15

Student's Role



Asynchronous Online Exam (page 3 in Online Final Exam Guidelines)

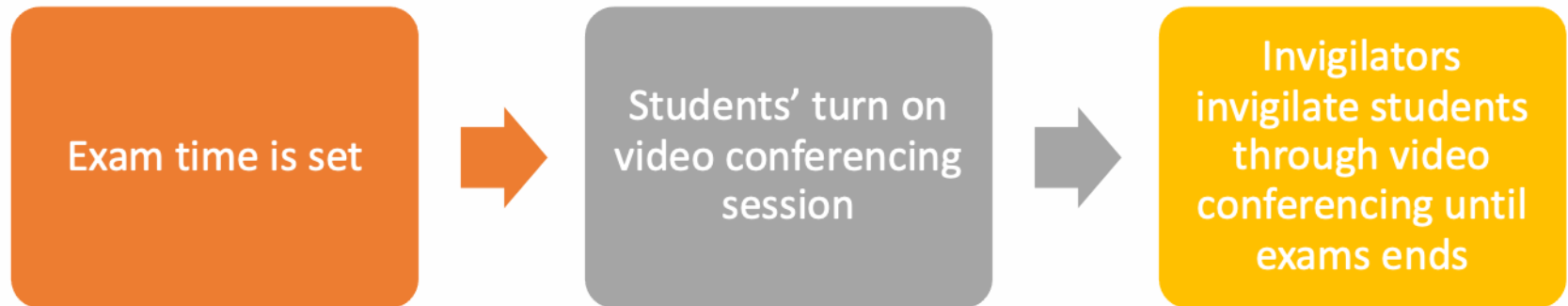


- No proctoring and invigilation
- Protect exam question with password
- Set platform for students to submit answers (big files?)
- 2 types of submission: Interim and Final Answer Submission

Synchronous Online Exam (p. 5 in Online Final Exam Guidelines)

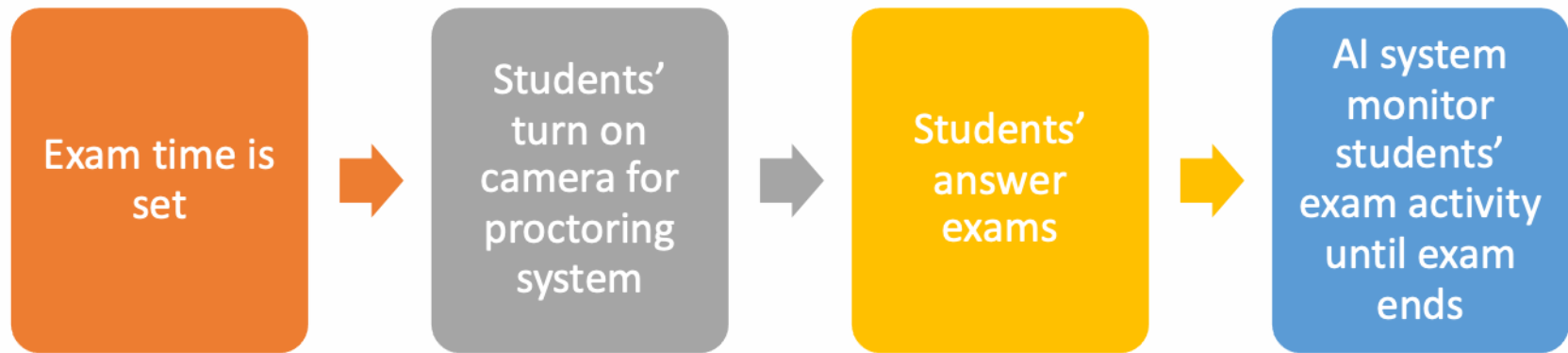
- Synchronous online exam with online invigilation
- Synchronous online exam using online proctoring
- Synchronous online exam; no invigilation and no proctoring

Synchronous Online Exam w online Invigilation (p. 5 in Online Final Exam Guidelines)



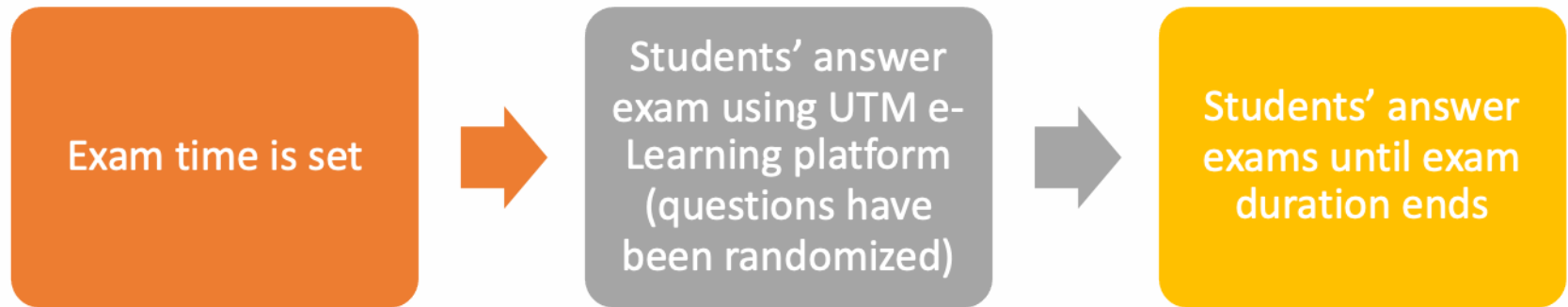
- ‘Manual’ online invigilation
- Divide exam duration
- Set video conferencing platform for ‘live invigilation’
- Human invigilator is necessary

Synchronous Online Exam w online Proctoring (p. 6 in Online Final Exam Guidelines)



- Automatic invigilation
- Has to inform UTMLead to request via email olc@utm.my
- Exam record can be downloaded and reviewed
- For Accredited by Professional Body Program only

Synchronous Online Exam no online Invigilation and no Online Proctoring (p. 8 in Online Final Exam Guidelines)



- No invigilation and no proctoring
- Useful for open-book exams

Same Steps for All Online Exam Types: For Lecturers

Before Exam

- Make sure students have filled in the forms
- Chunk online exam duration
- Brief students about online exam format
- Mock up session with students
- **Set a platform for students to communicate about exam**
- Read General Online Exam Rules (Appendix 4: p.19)

During Exam

- Take students' attendance
- Check students' environment
- Be reachable and available during exam duration.
- Allow buffer time up to 30 minutes
- Remind students to check submission

After Exam

- Check students' exam submission
- Remind students to check submission during the given buffer time

Naming Exam Answer Format

Name_MatricID_Section_SubjectCode

Pelajar Menghadapi Masalah

- Persekitaran tidak kondusif untuk peperiksaan
- Capaian internet tidak memuaskan
- Tiada perkakasan untuk peperiksaan akhir



Peperiksaan di kampus terdekat

Roadshow Fakulti/Sekolah



**Roadshow Mock-Up
Online Exam kepada
Pelajar UG & PG**

3.00 petang - 4.00 petang

MJIT / FTIR

**8/1/2021
JUMAAT**



Webex Platform
Link:
<https://utm.webex.com/meet/nihra>



www.utm.my



Tindakan

Maklumat Kaedah Peperiksaan	Maklumat Pelajar Mengambil Peperiksaan di Kampus Terdekat	Pelajar Mengisi Consent Form	Minggu Peperiksaan
Pensyarah: Sebelum 31 Disember 2020	Pensyarah & Pelajar: Sebelum 15 Jan 2021	Pelajar: Sebelum 1 Feb 2021	7-26 Februari 2021

TERIMA KASIH

Ideas for online training? olc@utm.my

Slides: <https://olc.utm.my/updates>

Help about online learning: <https://olc.utm.my>

Email: olc@utm.my

Hotline: Hanin – 012-6763987 | Nurbiha – 017-3745760 |
Nihra- 012-7127140