

GUIDELINES FOR ADMINISTRATION OF ONLINE FINAL EXAMINATION FOR OYAGSB POSTGRADUATE PROGRAMME SUBSEQUENT TO COVID-19 PANDEMIC SECOND TRIMESTER 2022/2023 (222)

A. ADMINISTRATION OF ONLINE FINAL EXAMINATION

All final examination will commerce from 1 April 2023 – 9 April 2023 through UUM Online Learning (refer NEW FINAL EXAM SCHEDULE attached). Students are bound by the UUM's rules and procedures on academic fraud.

INSTRUCTOR ROLES:

Step 1: Initiate WEBEX classroom as if you are attending the class.

Step 2: Initiate UUM Attendance QR Code to capture students' online attendance.

Step 3: Steps to <u>Upload Final Exam Questions</u>:

Sign in to UUM Portal. Go to "UUM Online Learning". Choose current subject taught in Trimester 222. At the last empty row of the subject page, rename the date to "FINAL EXAMINATION SECOND TRIMESTER 2022/2023 SESSION". Then, click "Add an activity or resource", choose "File". Next, click "Add". Name the activity or resource as "Final Exam Questions". Next, complete the description/instruction and tick "Display description on course page". Subsequently, UPLOAD the "Final exam question". Next, click "Restrict access", followed by click "Add restriction", then select "Date" and update the details based on the scheduled final exam date and time like 1 April 2023 08.45am (access starts). Next, click "Add restriction", then select "Date" and update the details based on the scheduled final exam date and time like 12.15pm (access ends). After that, click "Save and return to course".

NOTE: 8.45am to 12.15pm (morning session), or 2.45pm to 6.15 (afternoon session).

Step 4: Steps to <u>Upload Final Exam Answer Booklet</u>:

Click "Add an activity or resource", choose "Assignment". Then, click "Add". Name the activity or resource as "Final Exam Answer Booklet". Next, complete the description/instruction and tick "Display description on course page". Subsequently, upload the "Final exam answer booklet". Next, click "Restrict access", followed by click "Add restriction", then select "Date" and update the details based on the scheduled final exam date and time e.g. 8.45am to 12.15pm (morning session), or 2.45pm to 6.15pm (afternoon session). After that, click "Save and return to course".

NOTE: Step 2 and Step 3 need to be ready 45 MINUTES BEFORE final exam starts.

Step 5: 15 minutes before final exam starts, announce to students to answer ALL questions in the answer booklet provided within three (3) hours (Other platform is not permissible).

Step 6: Inform students to immediately UPLOAD the filled answer booklet in the folder "Final exam answer booklet" via UUM Online Learning.

(Similar process to submit assignment through UUM Online Learning).

Step 7: Inform students that overdue submissions via UUM Online Learning or other platform is not permissible.

NOTE: A video tutorial on HOW TO UPLOAD ONLINE FINAL EXAM QUESTION can be accessed at https://youtu.be/kgSG2NaYlas

STUDENT ROLES:

Step 1: SCAN UUM Attendance QR Code initiated by lecturer to capture your online attendance.

Step 2: Sign in to WEBEX classroom and KEY IN the meeting number assigned by your lecturer e.g. 574 270 543 to "Join a meeting". Lecturers use this platform to invigilate the final exam

Step 3: Sign in to UUM Portal. Go to "UUM Online Learning" and choose respective course for examination e.g. 202 BPMN6013 KUMP A Organizational Behavior & Development (refer NEW FINAL EXAM SCHEDULE attached).

Step 4: At the last row of the subject page, look for section "FINAL EXAMINATION SECOND TRIMESTER 2022/2023 SESSION". Then, DOWNLOAD two files: (i) "Final Exam Questions" and (ii) "Final Exam Answer Booklet" 15 minutes before final exam starts.

NOTE: Save both files to your desktop. Use "Student ID Number" as file name of your

"Final Exam Answer Booklet" for online submission e.g. 93132.

Step 5: Answer ALL final exam questions in the answer booklet provided (in softcopy) within the time period specified in the examination cover page (Other platform is not permissible).

NOTE: Please save the filled "Final Exam Answer Booklet" frequently to survive unexpected situations.

Step 6: Immediately UPLOAD the filled answer booklet that has been saved using your "Student ID Number" in the folder "Final exam answer booklet" via UUM Online Learning.

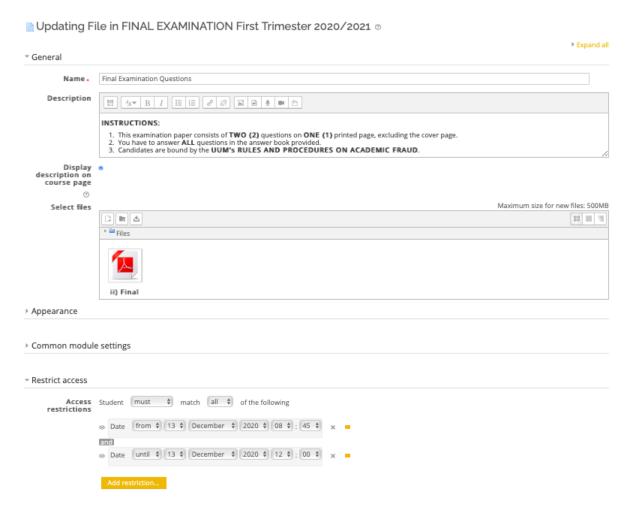
NOTE: Submission deadline 12.15pm (morning session), or 6.15pm (afternoon session).

(Similar process to submit "Assignment" through UUM Online Learning).

Step 7: Overdue submissions via UUM Online Learning or other platform is not permissible.

GRAPHICAL ILLUSTRATION OF HOW TO UPLOAD FINAL EXAM QUESTION AND ANSWER BOOKLET ON UUM ONLINE LEARNING

A. Uploading Final Exam Question:

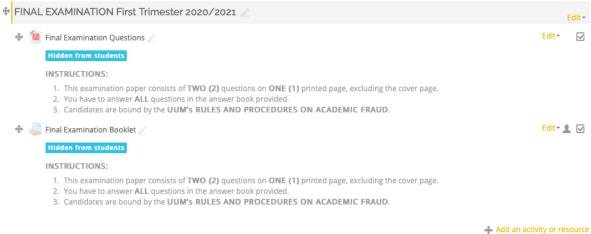


B. Uploading Final Exam Answer Booklet:

■ Updating Assignment in FINAL EXAMINATION First Trimester 2020/2021 ⊙



C. Overall Outlook of the Instructions:



Updated as at 10 August 2022