









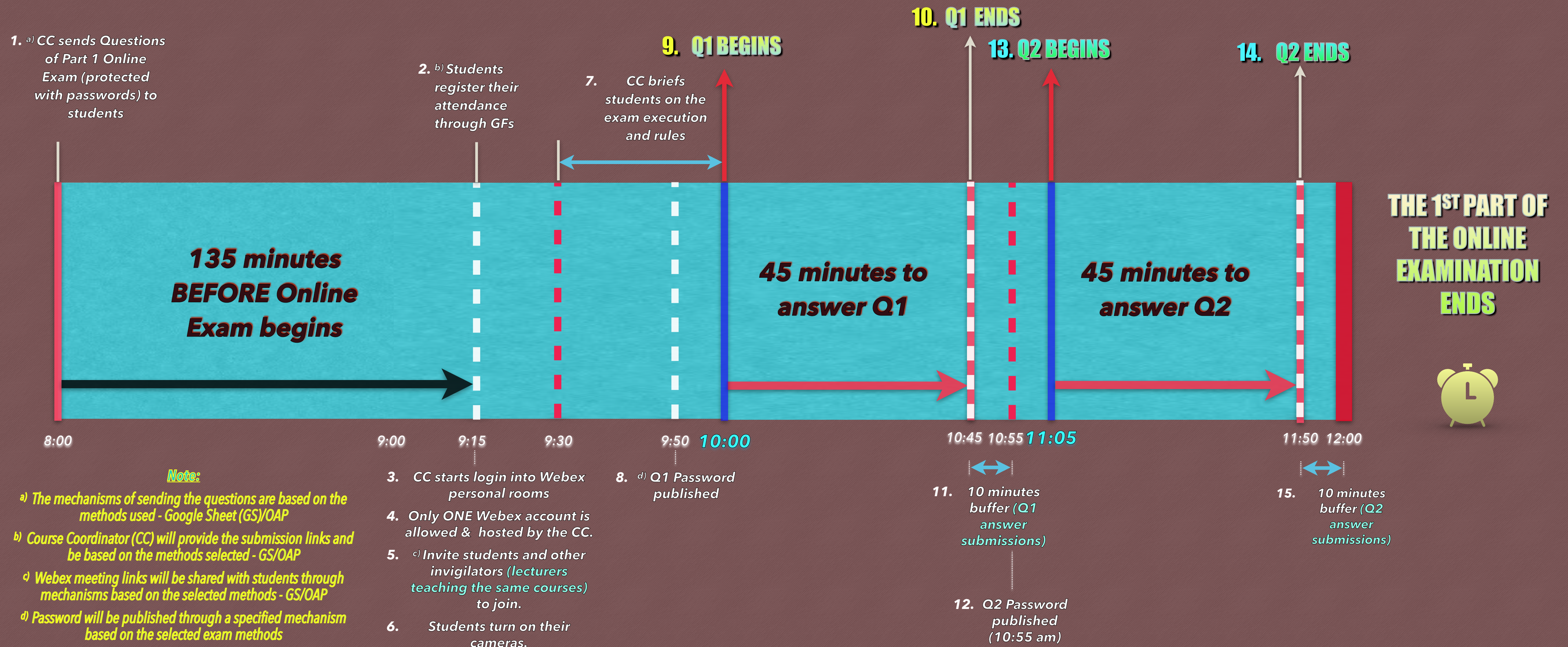
IMPLEMENTATION OF ONLINE EXAMS 2021/2022/1

SCHOOL OF MECHANICAL ENGINEERING
FACULTY OF ENGINEERING
UTM

TO DO LIST BEFORE THE FINAL EXAMS

STUDENTS ROLES	COMPLETED (✓)
1. Check the online final examination schedule to confirm the date and time of the online examinations.	
2. Students MUST activate/verify the UTM email address. SKM only allows this email system because the Exam Questions are disseminated through this system.	
3. Students MUST also read and understand UTM General Online Examination Rules. By submitting the GF through the link https://docs.google.com/forms/d/e/1FAIpQLSeefm4dZ9vmx77Pq1qcXhu8eNtxr5IUyFXB7BudxL4VcwAagQ/viewform , or UTM@elearning portal, students agree and understand the rule.	
4. Obtain information from respective lecturers on electronic media used (OAP E-learning OR Google Sheet - Emails) and video conference systems (Webex or Google Meet) for the examination implementation.	
5. Complete and submit the Final Exam Honesty Declaration before the examination is carried out.	
6. Students have been notified of the type of platform used by respective lecturers for two-way communication during the exam (e.g., Create a WhatsApp Group). If not, please get the information from the respective lecturers before the online examination is scheduled.	
7. Students must always carry matric cards during entire online examinations for VERIFICATION.	
8. Students must register their attendance through a Google Form provided once logged into before each part of the online Exam begins (Morning & Evening)	

TIMELINE OF THE ONLINE FINAL EXAMINATION (SYNCHRONOUS - REMOTE INVIGILATION)



SKM EXAMINATION METHODS

SYNCHRONOUS - **REMOTE INVIGILATION** THROUGH A
SPECIFIED VIDEO CONFERENCE SYSTEM (WEBEX OR
GOOGLE MEET)

LECTURERS' ROLES

- The Synchronous - **Remote Invigilation** method implies that the Exam is monitored/invigilated remotely in real-time through a specified video conference system (such as Webex or Google Meet), where students must turn on their cameras throughout the Exam.
- Suppose any courses have more than one section and plan to use a specific video conference system (Webex or Google Meet) as the invigilation platform. In that case, the Course Coordinator must ensure that all the associated lecturers have no issues accessing the video system.
- To facilitate invigilation, the school will appoint assistant invigilators from the technical/IT/support staff. The Course Coordinator is the head of the invigilators.
- Only **ONE** Webex account is allowed and must be hosted by the **Course Coordinator**.



LECTURERS' ROLES

- All students for the particular courses and corresponding invigilators (lecturers teaching the same courses) join the same Webex system.
- The coordinator is the head of the invigilators. He will brief students about the examination rules and regulations before the exam begins.
- Coordinators **MUST** only use one of these methods for the Online Exam implementation:
 - ✓ Google Sheet Template (GST - Dr. Siow) OR
 - ✓ Open Assessment Portal (OAP - UTM e-LEARNING).



LECTURERS' ROLES

- The Course Coordinator must **RECORD** the online invigilation.
- All coordinators/staff must comply with the rules implemented in the previous Final Exams; questions must be given one at a time.
- Lecturers must use the online exam questions paper template with a School/UTM watermark.
- Lecturers must send a copy of the vetted/moderated exam papers and the vetting form to the Academic Office through a dedicated Google Drive (PiC Mr. Razlan).
- Lecturers must declare the types of questions:
 - ☒ Open-ended/open-book, **OR**
 - ☒ Close book.



STUDENTS ' ROLES

- 📌 Students **MUST** activate/verify the UTM email address.
- 📌 SKM only allows this email system because the Exam Questions are disseminated through this system.
- 📌 Each student must complete and submit the **ONLINE FINAL EXAM HONESTY DECLARATION** Google Form through <https://docs.google.com/forms/d/e/1FAIpQLSccSA4JUSvnNpOwwxgAN8fJ4SR657oxlAowDZeLsmbgvH4mTQ/viewform>.
- 📌 Students **MUST** also read and understand UTM General Online Examination Rules.
- 📌 To register that they agree and understand the rule, students must complete and submit the following Google Form: <https://docs.google.com/forms/d/e/1FAIpQLSeefm4dZ9vmx77Pq1qcXhu8eNtxr5IUyFXB7BuddxL4VcwAagQ/viewform>, or UTM@elearning portal.



THE ONLINE EXAM TIME

**THE ONLINE EXAMINATION TIME
FOR EACH COURSE IS DIVIDED INTO TWO
PARTS (SAME DAY)**



1st part

10:00 AM to 12:00 PM

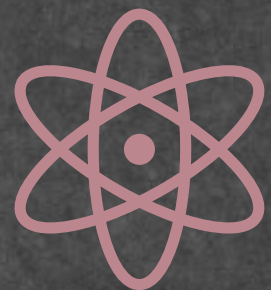


2nd part

2:00 to 4:00 PM



The online examination DURATION will be based on the credit hours of the particular course.



For example, a three-credit course will be allocated 3 hours, and a two-credit course is 2 hours.



The total duration is divided equally to each given question. For example, if the examination paper of a three-credit course consists of 4 questions, 45 minutes is assigned to each question.



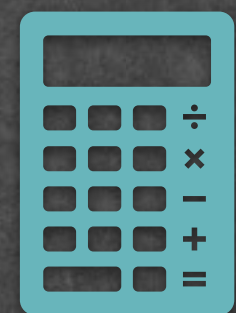
Each question will be protected with a different password.



The password will be published to students to engage in preventive measures one at a time.



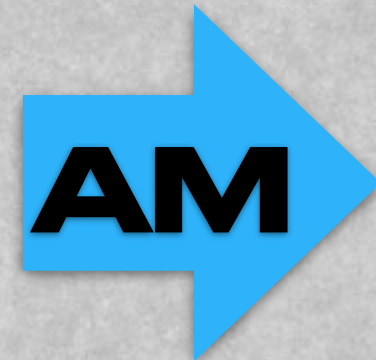
Each question will be protected with a different password. Each question will be given a buffer time of 10 minutes for the answer script submissions and a 10-minute break between each question.



Therefore, a three-credit course consisting of four final examination questions will require 2 hours in each session.

THE ONLINE EXAMINATION TIMELINE

*Based on a three-credit course consisting of **FOUR** questions*



8:00

1. COURSE COORDINATORS (CC) SEND EXAM QUESTIONS (EACH QUESTION IS PROTECTED WITH A PASSWORD). THE MECHANISMS FOR SENDING THE QUESTIONS ARE BASED ON THE METHODS SELECTED - GOOGLE SHEET (GS)/OAP

9:15

2. HEAD OF INVIGILATORS (CC) START THE VIDEO CONFERENCE SYSTEMS (THE ENTIRE ONLINE - REMOTE INVIGILATION WILL BE RECORDED)
3. INVITE STUDENTS AND OTHER INVIGILATORS (LECTURERS TEACHING THE SAME COURSES) TO JOIN THE VIDEO SYSTEM
4. STUDENTS MUST TURN ON THEIR CAMERAS THROUGHOUT THE ONLINE EXAM
5. STUDENTS REGISTER THEIR ATTENDANCE THROUGH GOOGLE FORMS (GF)

9:30

6. BRIEF STUDENTS ON THE ONLINE EXAMINATION EXECUTIONS & RULES

9:50

7. PUBLISH THE PASSWORD OF QUESTION 1

10:00

8. THE ONLINE EXAM OF PART 1 BEGINS - STUDENTS START TO ANSWER QUESTION 1

1ST PART - 10:00 AM TO 12:00 PM



10:45	9. STUDENTS STOP ANSWERING QUESTION 1 & SUBMIT THE ANSWER SCRIPTS USING DESIGNATED PLATFORMS (OAP/GOOGLE SHEET) 10. TEN MINUTES BUFFER FOR SUBMISSION PURPOSES
10:55	11. END OF QUESTION 1 12. PUBLISH THE PASSWORD OF QUESTION 2 13. BREAK FOR 10 MINUTES BEFORE THE FOLLOWING QUESTION BEGINS.
11:05	14. STUDENTS START TO ANSWER QUESTION 2
11:50	15. STUDENTS STOP ANSWERING QUESTION 2 & SUBMIT THE ANSWER SCRIPTS USING DESIGNATED PLATFORMS (OAP/GOOGLE SHEET)
12:00	16. TEN MINUTES BUFFER FOR SUBMISSION PURPOSES 17. END OF QUESTION 2 & PART 1 OF THE ONLINE EXAM

1ST PART - 10:00 AM TO 12:00 PM



12:00

1. COURSE COORDINATORS (CC) SEND EXAM QUESTIONS (EACH QUESTION IS PROTECTED WITH A PASSWORD). THE MECHANISMS FOR SENDING THE QUESTIONS ARE BASED ON THE METHODS SELECTED - GOOGLE SHEET (GS)/OAP

1:30

2. HEAD OF INVIGILATORS (CC) START THE VIDEO CONFERENCE SYSTEMS (THE ENTIRE ONLINE - REMOTE INVIGILATION WILL BE RECORDED)
3. INVITE STUDENTS AND OTHER INVIGILATORS (LECTURERS TEACHING THE SAME COURSES) TO JOIN THE VIDEO SYSTEM
4. STUDENTS MUST TURN ON THEIR CAMERAS THROUGHOUT THE ONLINE EXAM
5. STUDENTS REGISTER THEIR ATTENDANCE THROUGH GOOGLE FORMS (GF)

1:40

6. BRIEF STUDENTS ON THE ONLINE EXAMINATION EXECUTIONS & RULES

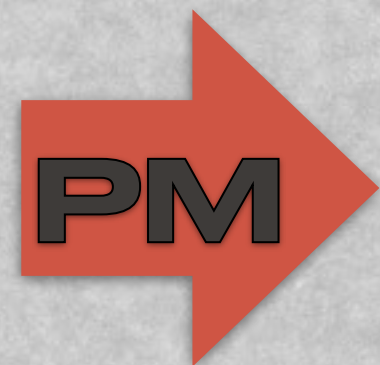
1:50

7. PUBLISH THE PASSWORD OF QUESTION 3

2:00

8. THE ONLINE EXAM OF PART 2 BEGINS - STUDENTS START TO ANSWER QUESTION 3

2ND PART - 2:00 TO 4:00 PM



2:45

- 9. *STUDENTS STOP ANSWERING QUESTION 3 & SUBMIT THE ANSWER SCRIPTS USING DESIGNATED PLATFORMS (OAP/GOOGLE SHEET)*
- 10. *TEN MINUTES BUFFER FOR SUBMISSION PURPOSES*

2:55

- 11. *END OF QUESTION 3*
- 12. *PUBLISH THE PASSWORD OF QUESTION 4*
- 13. *BREAK FOR 10 MINUTES BEFORE THE FOLLOWING QUESTION BEGINS.*

3:05

- 14. *STUDENTS START TO ANSWER QUESTION 4*

3:50

- 15. *STUDENTS STOP ANSWERING QUESTION 4 & SUBMIT THE ANSWER SCRIPTS USING DESIGNATED PLATFORMS (OAP/GOOGLE SHEET)*

4:00

- 16. *TEN MINUTES BUFFER FOR SUBMISSION PURPOSES*
- 17. *END OF QUESTION 4 & PART 2 OF THE ONLINE EXAM*

2ND PART - 2:00 TO 4:00 PM

@8:00 AM

8:00 AM

1. *LECTURERS UPLOAD ALL QUESTIONS (EACH QUESTION IS PROTECTED WITH A PASSWORD).*



CC/Lecturers must ensure that each question is protected with a password.

@9:15 AM

9:15 AM

2. *HEAD OF INVIGILATORS (COURSE COORDINATORS) START THE VIDEO CONFERENCE SYSTEMS (THE ENTIRE ONLINE - REMOTE INVIGILATION WILL BE RECORDED)*
3. *INVITE STUDENTS AND OTHER INVIGILATORS (LECTURERS TEACHING THE SAME COURSES) TO JOIN THE VIDEO SYSTEM*
4. *STUDENTS MUST TURN ON THEIR CAMERAS THROUGHOUT THE ONLINE EXAM*
5. *STUDENTS REGISTER THEIR ATTENDANCE THROUGH GOOGLE FORMS (GF)*



- The Course Coordinator (CC) will pick one of these systems (Webex or Google Meet) to implement the synchronous – remote invigilation online exam.
- Each course must **ONLY** use one video conference system (WEBEX/Google Meet). The host for that system is the CC. Individual hosts are not allowed.
- All students **MUST** join one Webex system hosted by the Course Coordinator.
- Students are required to turn on their cameras throughout the Exam. CC will **RECORD** the invigilation process.
- Before the online Exam begins, students must register their attendance through a provided Google Form.

@9:30 AM

9:30 AM

6. BRIEF STUDENTS ON THE ONLINE EXAMINATION EXECUTIONS & RULES



- Remind students about a two-way communication platform for communication purposes to alert any issues during the exam (e.g., WhatsApp Groups).
- The password is published to students one at a time to engage in precautionary measures.
- Students will answer every exam question one at a time.
- Each question will be given a buffer time of 10 minutes for the answer script submissions and 10 minutes break between each question.

@9:50 AM

9:50 AM

7. PUBLISH THE PASSWORD OF QUESTION 1



CC/lecturers publish the password of Question 1 through a designated platform.

@10:00 AM

**10:00
AM**

8. THE ONLINE EXAM OF PART 1 BEGINS - STUDENTS START TO ANSWER QUESTION 1



45 minutes is allocated to each Question.

@10:45 AM

10:45 AM

9. *STUDENTS STOP ANSWERING QUESTION 1 & SUBMIT THE ANSWER SCRIPTS USING DESIGNATED PLATFORMS (OAP/GOOGLE SHEET)*
10. *TEN MINUTES BUFFER FOR SUBMISSION PURPOSES*



- Course Coordinators give an announcement to stop answering Question 1.
- Ten minutes will be given to students to submit the answer scripts.
- CC/lecturers must remind students to submit the answer scripts to the specified link.
- CC/lecturers check all the submitted scripts are in the intended locations/folders.

@10:55 AM

10:55 AM

- 11. *END OF QUESTION 1*
- 12. *PUBLISH THE PASSWORD OF QUESTION 2*
- 13. *BREAK FOR 10 MINUTES BEFORE THE FOLLOWING QUESTION BEGINS.*



Break for ten minutes before the following question begins.

@11:05 AM

11:05 AM

14. *STUDENTS START TO ANSWER QUESTION 2.*



15. *THE PROCESS REPEATS AND, THE 1ST PART OF THE ONLINE EXAMINATION ENDS AT 12:00 PM.*

- Course Coordinators and lecturers must ensure the number of submissions matches with the attendance under each section.
- CC must announce missing answer scripts, if any.
- Students are only allowed to leave the online examination platform after the CC's announcement.

FAQ - FROM UTMLEAD PORTAL

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

The requirement for 80% attendance to sit for the final examination does not apply during the 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 complex)

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

3. Students caught cheating during the 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 the 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 a longer time to submit answers than the allocated time (extra 30 minutes).

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

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

Ask students to send via email/Google Drive, and in 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' login e-learning for submission time as well as proctoring logs for the online proctoring Exam.

Run plagiarism checking to students' answers.

FAQ - FROM UTMLEAD PORTAL

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

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

9. Student was disconnected during the online Exam and cannot resume.

The student is advised to leave the Exam and take the examination at a later scheduled date.

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

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

11. Students lost some time after being disconnected.

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

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

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

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

The student is advised to leave the Exam and take the examination at a later scheduled date.

FAQ - FROM UTMLEAD PORTAL

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

The student is advised to leave the Exam and take the examination at a later scheduled date.

14. Students wanted to go for toilet breaks during online Exams (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 the online final Exam because of 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 an online exam at a designated location by University.

THANK YOU

ASSOCIATE CHAIR (QUALITY & STRATEGY)
SCHOOL OF MECHANICAL
ENGINEERING
FACULTY OF ENGINEERING
UTM

Acknowledgement:

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