Final Examination Guideline for Students: SEMM 3823/SKMM4823

- Session 20212022/1
- Thursday, 10 February 2022
- Exam duration: 4 hours
- Exam briefing: 9.45 AM
- Answering duration:
  a. Part 1 – Questions 1 & 2 (10:00 AM to 12:00 PM)
  b. Part 2 – Questions 3 & 4 (02:00 PM to 04:00 PM)
- Submission period:
  a. Questions 1 (10:45 AM to 10:55 AM)
  b. Questions 2 (11:50 AM to 12:00 PM)
  c. Questions 3 (02:45 PM to 02:55 PM)
  d. Questions 4 (03:50 PM to 04:00 PM)
- Open book
- Type of online test: Synchronous online test with manual invigilation

Important Terminologies

1. **Test Guideline**: This document
2. **Live video conference**: a live meeting using Webex, Google Meet, Zoom, or similar platforms.
3. **Communication platform**: Medium to communicate before, during, and after the test such as a Whatsapp group, email list, phone call or other platforms .
4. **Test platform**: A medium to distribute the test question and to submit the answers : Google Form
5. **Statement on Plagiarism and Academic Dishonesty:** The statement that has to be agreed as stated in the google form.
6. **Course instructor:** Lecturer of the course
7. **Student:** The person who is taking the test

Table 1: Minimum Requirements for taking the Test (Device & Internet)

No	Minimum Requirements for the Test
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
6	Web Camera (640 x 480 resolution)
7	A functioning microphone
8	A compatible browser: Google Chrome (preferred), Mozilla Firefox or Safari
9	A reliable electric supply

Before the Test

1. Find a suitable venue to carry out the test. Ensure that all the stationaries required are within a close distance.
2. Contact the course instructor **at least two days** before the exam if the minimum requirement is not fulfilled.
3. Test the connection and device capability.
4. Read the Exam Guideline carefully and familiarize with the test implementation method.
5. Ensure that you are included in the participant list of the communication platform for the test. Contact the course instructor **at least two days** before the test if you are not included.
6. Ensure that you are included in the participant list of the test platform. Contact the course instructor **at least two days** before the test if you are not included.
7. Attend the live video conference session **with camera switched on**
    a. Register attendance during the live video conference.
    b. Key in the password for the question sheet **at least 5 minutes** before the test.

During the Test

1. Remain in the live video conference with the **camera switched on** throughout the test
2. **Contact the course instructor immediately** using the communication platform of the test if you face any problems with the live video conference.
3. Be alert to any important announcement made via the communication platform of the test.
4. The mobile phone should be placed at a visible range of the camera.
5. **Notify** the course instructor using the communication platform of the test if a toilet break is needed.
6. Only HAND WRITTEN ANSWER SCRIPT is acceptable.
7. Write your FULL NAME on each page of your answer script.
8. Write all formulae and calculations in the answer script.

After the Test

1. Stay in the live video conference with the **camera switched on.**
2. Check that all questions have been answered.
3. Submit **the answers** through the platform and according to the time frame give
4. Use pdf format only for uploading the file.
5. Scan your answer script and rename the file using your full name. Name_Course Code_Section_Question number.pdf (e.g: ALI BIN ABU_SEMM3813_7_1.pdf)
6. Do not send your answer scripts to your respective WhatsApp group. Treat your answer script as Highly Confidential.
7. Contact the course instructor immediately if any problem is encountered during the submission.
8. **NO APPEAL WILL BE ENTERTAINED FOR INCORRECT SUBMISSION AFTER THE TEST.**

Timeline Summary

Table 2: Overall timeline of Test

Time	Task	PIC*
9.45 AM	Live meeting begins	CI
	Join the live meeting with the camera on	S
	Exam briefing and attendance taking	CI
9.50 AM	Link to Goggle Form provided to students	CI
9.55 AM	Password provided to students	CI
10.00 - 10.45 AM	Attempt the Exam in front of the camera	S
10.45 – 10.55 AM	Submission Question 1	S
11.00 AM	Password provided to students	CI
11.05 – 11.50 AM	Attempt the Exam in front of the camera	S
11.50 AM – 12.00 PM	Submission Question 2	S
12.00-01.50 PM	BREAK	
01.55 PM	Password provided to students	CI
02.00 – 02.45 PM	Attempt the Exam in front of the camera	S
02.45 – 02.55 PM	Submission Question 3	S
03.00 PM	Password provided to students	CI
03.05 – 03.50 PM	Attempt the Exam in front of the camera	S
03.50 – 04.00 PM	Submission Question 4	S
04.00 PM	Check all submissions and end the live session	CI

*CI: Course instructor, S: Student

References

1. Online Examination Guidelines, School of Mechanical Engineering. 28 June 2020
2. Online Final Examination Guidelines, University Teknologi Malaysia, Approved by UTM Senate on 20th May 2020