ONLINE EXAMINATION RULES & REGULATIONS

KEY TIPS

Platform:	Microsoft Teams – Please download this software in your personal computer/ mobile device. KLMUC Email Address is required to access to Microsoft Teams.
Internet Stability:	Students must have a stable internet connection. If your internet access fails during the exam, your results may be lost, and you will need to retake the exam.

Before Exam: Sign in by joining the meeting in MS teams (view in Calendar) for attendance of examination:

1. Students – 15 minutes before the examination starts
2. Invigilator – 15 minutes before the examination starts

Student and Invigilator may leave the meeting once the time for the examination starts.

Starting an Exam: **Download the Final Exam Papers in the Assignment tab in Microsoft Teams.** You may view in Microsoft Teams, for more guidelines on how to open/download Final Exam paper in the Assignment tab in Microsoft Teams.

Answering Exam: You may answer by using the following methods:-
1. Handwrite on a piece of paper or
2. Type your answers using Microsoft Word

Submitting an Exam: If you use your own piece of paper to handwrite your answer, snap shot or take a picture of your answers. You must click select **+Add work** and **upload** your picture/file. Note: You can attach a file up to 50 MB in size.

Select the **Turn in** button to turn in the examination/assessment before its deadline. The button will change depending on the status:

- **Turn in again** if you're editing an examination/assessment you have already turned in before and need to submit again.
- **Turn in late** if you're turning in your examination/assessment after the due date, but your lecturer has allowed late turn-ins or asked for a revision.
- **Not turned in** if the examination/assessment is past due and your lecturer is no longer accepting turn-ins. You cannot turn in your work.
- **Undo turn in** if you decide you want to edit your examination/assessment before the due date. You'll need to turn it in again after you make your edits.

You are required to submit before the closing date/time ends.

| **Time Allotted** | Exams must be completed in the specified date and time allocated. Each exam has a specific amount of time allotted and a specific number of questions. Exams must be submitted *within* the time allotted *before* the online date/time expires. Once the time is closed, you cannot submit any paper. Invigilators must be present for the entirety of the exam. |

EXAM RULES

Invigilation	The invigilator is responsible for overseeing the enrolled student's conduct during the exam.
	• Appropriate monitoring should be done to ensure that all students join the meeting for attendance and submit answer scripts accordingly before the date/time expires.
	• The invigilator will entertain any problems occur and liaise with the class lecturer or exam unit accordingly.
	• The invigilator will be present until the students submit the exams before the time allotted expires.
Conduct	The examinee may not receive assistance from the invigilator, or anyone else, during the exam. The examinee may not ask questions from the invigilator except in cases where there are technical issues when downloading the exam paper or uploading the answer scripts. The invigilator must not interpret exam questions for the examinee as exam questions require the examinee to make his/ her own interpretations or assumptions.
	Invigilator overseeing the exam is responsible for ensuring that the exam rules are strictly followed. If an examinee or invigilator is uncertain about a particular scenario or situation before the exam, kindly contact the Exam staff/Class Lecturer to get clarification.
Confidentiality	**THE EXAMINATION IS STRICTLY CONFIDENTIAL.** It cannot be copied, printed, saved, recorded, or reproduced in any manner, at any time. The exam questions and answers cannot be disclosed or disseminated to anyone before, during, or after the exam.
Problems with the Exam	If you encounter any difficulties in accessing or navigating the exam, please refer to the exam instructions in the Microsoft Teams, under the folder **Class Materials**.