SECOND SEMESTER EXAMINATIONS 2021-2022

Examinations Office

Assessment Period

From May 10, 2022 (TUE)

To May 28, 2022 (SAT)

3 Sessions per day

- Morning Session - starts at 9:30 am
- Afternoon Session – starts at 2:30 pm
- Evening Session – starts at 6:30 pm

Monday to Saturday

Examination Sessions

Exam Platform
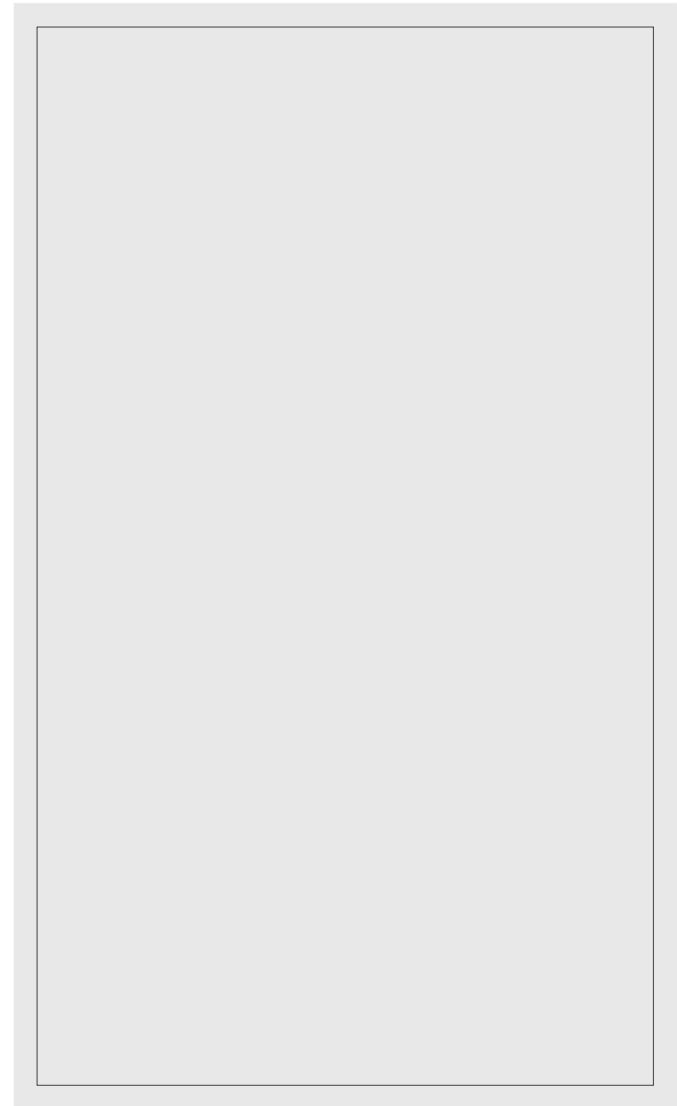
- OLEX
- OLEX-Moodle

Invigilation Tools

- Zoom

SYSTEMS FOR ONLINE EXAMINATIONS

I acknowledge that University examinations require all students to respect the highest standards of academic integrity. For the examination I am about to take, I make the following pledge:

Academic Integrity Statement

- All the work will be my own, and I will not plagiarize from any source;

- I will not impersonate another student or be impersonated in the examination;

- I will not obtain or seek to obtain an unfair advantage in the examination via any means such as having or seeking access to unauthorized documents, materials, information, devices or items, or copying or attempting to copy from, or communicating or attempting to communicate with any unauthorized person, or seeking or attempting to seek assistance on any social media, communication applications or forums on the Internet (including but not limited to any crowdsourcing websites or applications);

- I will not assist or attempt to assist another student to obtain an unfair advantage in the examination, including but not limited to provision of any materials, information or other unfair assistance to a student;

- For an examination which permits the use of calculators, I will use only an approved model as announced by the Examinations Secretary, unless otherwise prescribed by the examiner(s);

- I will stop writing immediately at the designated end time of the examination, and will make no modification to my script thereafter;

- I will follow the "Regulations Governing Students' Academic Conduct Concerning Assessment" of the University, the examination instructions as announced by the Examinations Secretary with regard to the running of the online examinations in general and specific instructions given by the examiner(s) for the examination I will take.

I understand that students who are suspected of violating this pledge are liable to be referred to the Disciplinary Committee, and may be subject to disciplinary action such as suspension of studies or expulsion from the University.

Academic Integrity Statement

Any student found cheating will receive an F for the assessment and may face further action

Cheating

What kind of reference materials allowed?

Use of calculator allowed?

Is Internet Searching allowed?

Handwritten exam or typed exam?

Format of answer file allowed?

EXAM ARRANGEMENT

Two Devices

- Each student uses One computer and one mobile phone
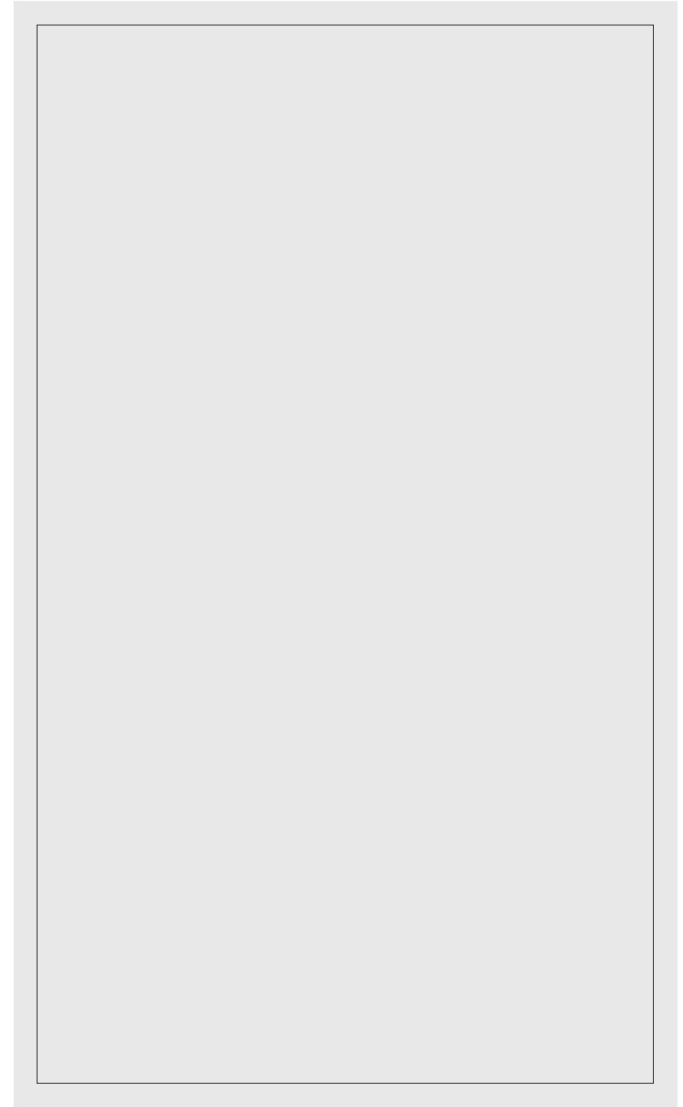- An additional device may be required if scanning of handwritten answer is needed

Exam Arrangements

Two Meetings

- **Invigilation Session**
  - Hosted by the invigilators and joined by all students with their computer **and** their mobile phone
  - Real-time monitoring of students' front face and working environment
  - Your mobile phone at your left- or right-hand side with a minimum distance of 70 to 80 cm away from your computer to show your computer, hand and keyboard, and your working environment
  - Communication between students and the invigilator
  - Recorded by your **invigilator**

Exam Arrangements

Two Meetings

- **Desktop-sharing Session**
  - Sharing of the **full screen** of your computer
  - Meeting between the student alone and the invigilator
  - The examiner/ invigilator can join at any time for random check
  - Record by the student onto their computer and then uploaded and shared with the examiner
  - Timeframe for sharing the uploaded recording to OLEX
    - Exams starting before 6:30pm – within 6 hours after the exam end time
    - Exams starting at or after 6:30pm – within 12 hours after the exam end time

Exam Arrangements

Exam Arrangement – Cont.

No Early Leave

- NO students shall leave before the end of the grace period

Grace Period

- 15 minutes will be allowed for students to scan and upload their answers, unless otherwise specified
- Grace Period will be specified on the staff and student's OLEX exam page

Mandatory Mock Examinations

- Full-scale mock examinations will be arranged
- For invigilators and students to get familiarized with the exam operation
- For students to test their equipment in a live environment

30 minutes before exam start time

- Close and logout all the social media applications and communication applications on your computer and phone
- Log into OLEX
- Start First the Desktop-sharing Session with your computer
- Make sure the recording has been started
- Make sure you are **unmuted** in the Desktop-sharing meeting
- Join the Invigilation Session with **BOTH** your computer and your mobile phone
- Wait for your invigilator to admit you into the meeting
- You may be instructed to **rotate** slowly your mobile phone/ second device 360 degrees to show your complete working environment, if required by the relevant examiner
- Report to the Invigilator if you encounter any problem

On the day of exam

10 minutes before exam start time

- Password-protected question paper (for exams on OLEX) will be available
- Hyperlink to the exam (for exams on OLEX-Moodle) will be shown

On the day of exam – cont.

At exam start time

- Password for opening the exam paper will be shown and a password-free version of exam paper will be available for downloading (for exams on OLEX)
- Access to exam paper will be allowed (for exams on OLEX-Moodle)
- Refresh your browser or download the password-free question paper if you have problems in getting the password for the question paper
- You may start immediately
- No separate announcement will be made by your invigilator
- Type/write your University Number in the first line of your answer file/sheet (for exams on OLEX of OLEX-Moodle Assignment)
- Type/write the brand and model in the second line of your answer file/sheet if calculator is allowed to be used

On the day of exam – cont.

During the examination

- You may ask questions about the question paper in the first 30 minutes
- Pay attention to the Chat Room for any special announcement
- Remember to save your answer regularly to avoid any data loss if your computer or network breaks down
- Observe your time regularly as there is no reminder of the time left
- Seek approval from the Invigilator if you need a toilet break

On the day of exam – cont.

At the end of exam

- Stop and save your work immediately when you hear the "Time is up" announcement
- No further editing of answer is allowed
- Answers in OLEX-Moodle Quiz will be submitted automatically

On the day of exam – cont.

During the Grace Period

- Submit your typed answer immediately
- Scan your handwritten answer and prepare your answer file
- For exam on OLEX, answer file in .doc or .docx or pdf format of size <=30MB
- For exam on OLEX-Moodle Assignment, answer file <20MB of type determined by the examiner
- Check if you have received the acknowledgement email or message after your submission
- Confirm you have submitted the correct files
- You shall NOT leave early during the Grace Period
- Wait patiently and do not attempt to communicate with other students

On the day of exam – cont.

At the end of Grace Period

- You may leave the Invigilation Session after the end-of-grace-period announcement
- You may stop the recording of your Desktop-sharing session and end the meeting
- Wait for the rendering of the video file on your computer
- Copy the rendered file to your OneDrive/ GoogleDrive
- Submit the shared link on OLEX
- Timeframe for sharing the uploaded recording to OLEX
  - Exams starting before 6:30pm – within 6 hours after the exam end time
  - Exams starting at or after 6:30pm – within 12 hours after the exam end time
- keep these recorded videos until 60 days after the announcement of the final course results.
- No editing of the videos is allowed

On the day of exam – cont.

Arrangement during Bad Weather Conditions

- Tropical Cyclone Warning Signal No. 8 or above, Black Rainstorm Signal and Extreme Weather condition
- All online examinations will continue unless otherwise advised by the course coordinator

Bad Weather Conditions

Mandatory Mock Exam

- May 3 (Tue) to 7 (Sat), 2022

- 50 minutes for each mock exam session

- Start admit students 30 minutes before the start of session

- 15 minutes for exam

- 15 minutes grace period

- Students to upload their desktop-sharing session within 15 minutes

- Timetable already available on our website

END

Thank you!