

## Guidance Notes for Candidates sitting Online Mock Examinations

### Background

There are several new arrangements introduced for the online examinations in this semester. These includes the use of two devices by students in their invigilation, the arrangement of two Zoom meeting for capturing various working environment of students, the shortening of grace period and provision of designated examination venues for students unable to meet the University requirements. The aim of these arrangements is to strengthen the integrity of and upholding the fairness of online examinations to assure the academic quality of the University.

This guidance notes should be read with the “[Instructions to Candidates Sitting Online Examinations](#)” (Guideline), the “[Advice for Taking Proctored Exams via the OLEX System and the OLEX-Moodle](#)” (Advice) and the “[Step-by-Step User Guide for Students Using OLEX](#)” (Step-by-Step User Guide).

### Purpose of Mock Examinations

Mock examinations are arranged for all examination personnel, including examiners, delegates, invigilators, online examination supporting staff, and students, to gain a full experience and rehearse the actual examination with an attempt to improve the mutual understanding between different parties and to detect any potential problems that may be encountered during the actual examination.

### Preparation for online examination

#### Online Examination Registration

If you have registered for your actual examinations on <https://olex.hku.hk/exam/register.html>, you will automatically be registered for your mock examinations and also on the drill site.

1. OLEX Drill Site:
  - (a) <https://drill-olex.hku.hk/exam/drill.html> or
  - (b) <https://124.71.11.233:8073/exam/drill.html> (Mainland China if there are problems in accessing via Internet)
2. OLEX Mock Exam Site:
  - (a) <https://mock-olex.hku.hk/exam/hku-exam> or
  - <https://124.71.11.233:8075/exam/hku-exam> (Mainland China if there are problems in accessing via Internet)

#### Mock Examination Timetable

The Mock Examination timetable is available on Examinations Office website at [www.exam.hku.hk](http://www.exam.hku.hk) under the section “University Examinations & Examination Timetables”. Two versions, one in the order of course code and another in the order of examination date and time, have been prepared.

Please check the date and time of your mock examinations and attend them accordingly.

#### Communication with Examiners

You should refer to the notes under your personalized examination timetable for any provisions that is applicable to your examinations. You shall also check with the relevant examiner(s) the requirements for your online examinations in the following areas:

1. Whether the examination is open-book or closed-book

2. What kind of reference materials will be allowed during the examination (e.g. printed only or electronic copy is allowed? Is there any limitation to the number of pages of printed material allowed?)
3. Is calculator allowed to be used in the examination?
4. Is Internet searching allowed in the examination? And if allowed, is there any restricted site?
5. Are students required to present their answer by handwriting or students can only type their answers?
6. If handwritten answer is required, the estimated number of pages of answer sheets expected.
7. What is the acceptable format of answer file? (Note: for OLEX: examiners can choose .doc/.docx/.pdf/.zip; for OLEX-Moodle Assignment: examiners can specify any file type.)
8. If non-standard grace period has been arranged, the time allowed for submission of answer.

Basically, the same examination procedures (para III to VI of the Guideline) will be followed in the mock examination except that each mock examination is scheduled for 15 minutes (instead of 20 minutes as mentioned in the briefing sessions) only. Please read the Guideline and Step-by-Step User Guide in advance and make sure that you have downloaded and installed all the relevant applications (i.e. Zoom) and log into <https://hku.zoom.us> once before the mock examination.

### **On the Day of Mock Examinations**

1. Set up your laptop/ desktop computer (1<sup>st</sup> device) and mobile phone (2<sup>nd</sup> device) as instructed in [Advice](#).
  - 1<sup>st</sup> device: Place the laptop/ desktop computer in front of you, so that the built-in webcam can capture your head and shoulder in the thumbnail of Zoom.
  - 2<sup>nd</sup> device: Place your mobile phone with a working camera around 70~80 cm away from you, and around 30~40 cm above the desk, from the right-/left-hand-side, capturing your laptop/desktop computer, hands and keyboard, and the working environment.
2. Login OLEX Mock site 30 minutes before the start of the mock examination with your 1<sup>st</sup> device for joining the Desktop-sharing session and Zoom Invigilation session. Please refer to [Step-by-Step User Guide](#).
3. Start your individual Desktop-sharing session with your 1<sup>st</sup> device, unmute yourselves and shared your full computer/laptop screen (click “Share Screen” at the bottom, then select “Screen” and click “Share”). The recording will start automatically (red dot recording button shown at the top left).
4. Join the Zoom Invigilation session with your 1<sup>st</sup> and 2<sup>nd</sup> devices simultaneously and wait in the Zoom Waiting Room for the invigilator to admit you, so that your thumbnails of the 1<sup>st</sup> and 2<sup>nd</sup> devices will be showed in the invigilation session.
5. Invigilator may join your individual Desktop-sharing session to check your screen sharing.
6. A full grace period has been arranged for you to test for preparing and submitting your answers. Please be reminded that you shall only leave the Invigilation Session at the end of the grace period.
7. At the end of the grace period, you are required to upload their recording to OneDrive or Google Drive and share their recording to OLEX within the designated timeframe.

If you encounter difficulties in complying with the online invigilation arrangement (e.g. poor network connectivity and lack of proper scanning device for paper-and-pen examinations) in the mock examination, you shall apply for a special arrangement with the Examinations Office as soon as possible <http://www.exam.hku.hk/pdf/specialarrangement.pdf>.

**Students with Approved Special Arrangement**

Students who are arranged to take the examinations in a designated venue at the campus (e.g. due to poor Internet connection in their living place) will take the mock examinations in the same venue. They will be contacted separately for the detailed arrangement.

**Students with Special Educational Needs (SEN)**

Please note that no extra time or supervised breaks will be arranged in the mock examination as the mock examination is designed to test the work flow only.

**Support During Mock Examinations**

The same level of support will be provided during the mock exams. Please refer to the Guideline for details of contact information.

Examinations Office  
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