

THE UNIVERSITY OF HONG KONG
University Examinations 2019 -2020
Instructions to Candidates Sitting Online Examinations

The University has created the Online Examination (OLEX) platform for use when holding proctored written examinations is not feasible. Please read carefully the following instructions in conjunction with Sections I and III of the document “Instructions to Candidates” (document number 187/1019) <http://www.exam.hku.hk/pdf/187-1019.pdf>.

I. Academic Integrity Statement for Online Examination

1. Before you can download an online examination paper via OLEX, you will be asked to consent to the University’s Academic Integrity Statement for Online Examination.
2. Academic Integrity Statement for Online Examination
 - (A) 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:
 1. All the work will be my own, and I will not plagiarize from any source;
 2. I will not impersonate another student or being impersonated in the examination;
 3. I will not obtain or seek to obtain an unfair advantage by communicating or attempting to communicate with any other person during the examination; neither will I give or attempt to give assistance to another student in taking the examination;
 4. 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);
 5. I will stop writing immediately at the designated end time of the examination, and will make no modification to my script thereafter;
 6. 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.
 - (B) 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.

II. Preparation for Online Examination

1. All candidates must take their examinations at the date and time announced by their course

- examiners. They must register on OLEX at least one day before the first examination <https://olex.hku.hk/exam/register.html>; otherwise, they will not be able to access the OLEX platform.
2. Network connection and computer performance play an important part in online examinations. Before the scheduled date of the examination, you should ensure that your computer is in a healthy state, and that is able to connect to OLEX at <https://olex.hku.hk/exam/take-exam.html>. Please refer to the guidelines issued by Information and Technology Services (ITS) and contact them at olexhelp@hku.hk for any necessary technical support if you are in doubt. It is your responsibility to make sure that both your computer and your network connection perform satisfactorily during the online examination. You are also strongly advised to try out the online examination in the drill site <https://drill-olex.hku.hk/exam/drill.html> before the examination.
 3. Online invigilation will be implemented via Zoom for **ALL** examinations on OLEX. Students should join the Zoom meeting arranged for each of their examinations, and shall observe the guidelines prepared by Technology-Enriched Learning Initiative http://www.hku.hk/reserved_1/tlearn/guidelines/Student_Guideline_for_Taking_Proctored_Written_and_Oral_Exams_via_Panopto_Zoom_and_Similar_Software_Systems.pdf as well as the instructions of the examiner for the detailed requirements for online invigilation (e.g. how to set up the webcam for the Zoom meeting, etc.) in the scheduled examinations. They should also join any tryout arranged by the invigilator of individual examinations to ensure the smooth running of the Zoom meeting during the examination.
 4. A pre-assigned Zoom meeting link will be available for each online examination in the OLEX page. Students are required to log into OLEX and join the meeting 30 minutes before the start of the examination, to allow the invigilator to prepare for the online invigilation process and to receive any information from the invigilators. Prior to joining the Zoom meeting, they will be asked to consent to the recording of the Zoom meeting. They should type their full name (i.e. the name which appears on the University ID card) as their display name in Zoom and turn on their video when joining the Zoom meeting. Throughout the Zoom meeting they are not allowed to use a virtual background. Please stay in the Waiting Room and wait for the invigilator to admit you to the meeting. Students failing to do so may not be allowed to sit the examination. In case they cannot join the Zoom meeting by, say, 20 minutes before the start of the examination, students should send an email to the emergency email account of the examination concerned for help. Students shall not leave the Zoom meeting throughout the examination unless they have finished and uploaded their answers.
 5. The examination paper will be presented in .pdf format. Please make sure that your computer is installed with the relevant reader programme beforehand.
 6. You will be asked to read and confirm your understanding of this instruction online before you are allowed to download the examination paper. Your examination paper, which is password-protected, will be available for download 10 minutes before the exact start time of the examination.
 7. Students are treated as having attended the examination as long as they joined the Zoom meeting during the examination time or downloaded the examination paper before or

during the examination.

III. At the start of the examination

1. At the scheduled start time (i.e. the official start time of the examination), the password for unlocking the examination paper will be displayed. The examination paper will not be available for downloading after the examination period has concluded. In particular, students with special educational needs who have approval to use extra examination time and/or supervised breaks should make sure that they complete the downloading of the examination paper at the beginning of the examination, as it will no longer be accessible at the end of the normal examination time shown in OLEX.
2. You shall start your work once you have unlocked your examination paper with the password displayed at the official start time of the examination. No announcement will be made separately for the start of the examination. You can start the online examination anytime within the scheduled examination timeslot but must stop at the scheduled end time.
3. Before you start answering the examination, please type/write your University Number in the first line of your answer file/sheet. As in the in-hall written examinations, you SHOULD NOT type/write your name in your answer file/sheet.
4. If you are allowed to use a calculator for the examination, you should type/write the brand and model in the second line of your answer file/sheet. You shall also observe the requirement for use of approved models of calculators as stated in paragraph II.2 of the “Instructions to Candidates”.

IV. During the examination

1. You shall write your answer with any text editor installed in your computer but the document submitted shall either be .doc or .docx. Examiners may also authorize the use of .pdf or .zip format. If necessary, you may scan your hand-written text or graphics and incorporate them into your document file before submission.
2. If you are instructed by the examiner to type your answers for the examination, you shall save your answer regularly to avoid any loss of data due to unexpected circumstances. You can voluntarily capture (for instance by video or screen capture) everything you do from the start of the examination to the finish, so you have a full record of any problems you encounter. You may be invited to submit the record in cases of real difficulty.
3. If you encounter any technical problem during the examination rendering you unable to join the Zoom meeting for the rest of the examination, please immediately report the problem to the examiner via the emergency email account of the examination concerned and record the remaining of your examination with another device (e.g. a mobile phone) and send the video to the examiner after the examination.
4. Students are allowed to raise questions regarding the question paper during the first 30 minutes of examination via the Chat function on Zoom. All questions should be addressed only to the examination invigilator, not to everyone. Any special announcement related to the question paper will be made by the invigilators via Zoom verbally and in writing in the form of Chat messages. It is therefore very important for

all the candidates to have a good quality Zoom connection to avoid missing any important information.

5. Student shall note that the Zoom meeting will be recorded right from the start. Recorded material will be treated as strictly confidential and destroyed 60 calendar days after the announcement of final course results or when any relevant investigation is completed or any relevant dispute is resolved, whichever is the later.
6. If you wish to go to washroom, please obtain explicit permission from the invigilator before you leave your seat by raising your request via Zoom Chat. Again, your request should be addressed only to the examination invigilator, not to everyone. You should not bring any mobile phone or communication device with you as this is regarded as breaching the examination regulations.
7. You shall observe the time regularly as no reminder of the examination time will be made during the course of examination.
8. If you have finished the examination and uploaded your answers before the designated end time of the examination, please seek the permission of the invigilator via the Chat function on Zoom before you leave the Zoom meeting.

V. At the end of the examination

1. At the end of examination, the invigilator shall make the verbal announcement “Time is up. All students must stop working.” and broadcast the message in the Chat function on Zoom. You shall stop working and save your work immediately when the examination time is up. Students violating this instruction may be subject to disciplinary action.
2. You shall submit your answer script immediately after the examination in a single file in .doc or .docx. Examiners may also authorize the use of .pdf or .zip format. You shall upload the file to OLEX through the student interface. If you have any hand-written text or graphics, you shall scan them into the file before uploading. The file should be uploaded within 30 minutes from the end time of the examination. Failing to do so may result in rejection of your examination script.
3. An acknowledgement email with details such as the name and the size of your submitted file will be sent to your registered email address after receipt of your answer. You shall double check the property of your submitted file (particularly the filename and file size) stated in the email to confirm the submission. Please upload the script file again if you find any irregularities. You shall keep the email as a record for future reference. If you fail to receive the acknowledgement email, please check your network connection and upload the file again. You can upload your script file a maximum of three times. You may leave the Zoom meeting after you have successfully uploaded your script file and received the acknowledgement email.
4. For students with special educational needs who have approval to use extra examination time and/or supervised breaks in an online examination, please refer to the timetable provided by the Examinations Office for the end time of the examination instead of the end time displayed in OLEX, and stop working when the extended examination time has lapsed.

There will not be any reminder of the end time of the examination. Please email your script file directly to the designated email address immediately after the examination (please refer to the timetable provided by the Examinations Office for the email address to which the file should be sent).

5. Please keep your submitted file (and the original of the hand-written text or graphics, if any, included in your submitted file) as a record for future reference until the announcement of the final course results.

VI. Students unable to fulfill online invigilation requirements

If any student anticipates that online invigilation is not feasible at his/her own place due to poor network connectivity or any other constraint, he/she shall write to the Examinations Office on or before May 8, 2020 (email: exam@hku.hk) to apply for a special arrangement. Alternatives such as provision of examination venue in the campus can be granted if there is solid ground supporting the application. All applications will be considered on a case-by-case basis.

VII. Enquiries Contact

Non-technical Issues
Examinations Office

Tel. No.: 2859 2434; olex@hku.hk

Technical Issues
Information Technology
Services

olexhelp@hku.hk

Examinations Office
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