

**GUIDELINES FOR THE CONDUCT OF
ONLINE FINAL EXAMINATION
(For Students)**

(FOR INTERNAL CIRCULATION ONLY)

Prepared by

**Academic Office
Kulliyah of Architecture and Environmental Design**

PREFACE

This document is developed to standardise the processes and procedures of the Online Final Examination for the Kulliyah of Architecture and Environmental Design. It also aims to provide guidance for students in taking the Online Final Examination using I-Ta'leem and Microsoft Teams (MS Teams) platforms. These Guidelines are divided into three sections, namely pre-examination day, during the examination and at the end of the examination.

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GUIDE 1: BEFORE THE EXAMINATION DAY

The online examination will be conducted synchronously whereby students will **view the examination questions through the MS Teams platform, answer the questions in handwritten, submit the answer scripts through i-Ta'leem**. Students will be required to be on video conferencing mode with the Course Instructor and Invigilator(s) throughout the whole online examination session. Therefore, in order to have a smooth-running online examination, students are required to make sure the followings before the examination day:

TECHNICAL REQUIREMENTS

1. Students must ensure to have **good internet connection and stable connectivity** during the examination. This include preparing enough data plan to cater live video conferencing during the examination, identifying good spot or area that has good internet coverage, electricity and other necessary needs.
2. Students must have a laptop/desktop with camera which is in good condition that can support i-Ta'leem and MS Teams. Students must also have a handphone that can support important Mobile Apps for the examination which are Whatsapp, Telegram, CamScanner or other relevant Apps for scanning purposes.
3. Students who will be taking the online examination in KAED have to use their own laptop together with related apparatus (such as mouse, cable extension, etc) in the allocated venue provided by the Kulliyah.
4. Students must equip themselves with mobile apps or equipment that can help to scan the answer script in **ONE PDF FILE** such as CamScanner, Microsoft Office Lens (phone apps for PDF), or other relevant Apps or scanning equipment.
5. The cost of preparing the required facilities of live video conferencing for the online examination will be borne by the students. **Any issues regarding the preparation need to be informed to the Course Instructor and Academic Advisor** as soon as possible before the examination week begins.
6. Students who will be taking the examination in KAED have to bring their own stationeries and papers for the examination.

PROCEDURAL REQUIREMENTS

1. Students need to check and confirm their access to I-Ta'leem. **Any problems regarding the access to i-Ta'leem needs to be informed to the Course Instructor and E-Learning Coordinator** soonest possible for the problem to be solved.
2. Students need to check their access to MS Teams by activating the "live.iium" account. Then, students need to check their 'course teams' in MS Teams. Students need to make sure that he/she has been included in all Final Examination teams according to the courses he/she is registered respectively. Any problems with regards thereto need to be forwarded to the Course Instructor and E-Learning Coordinator immediately for the problem(s) to be solved.

3. Students will be given Cover Page and Honor Pledge forms in the MS Teams before the examination day. These two forms need to be printed out by the students before the examination day and to be compiled together with the answer scripts during the submission of the answer script.
4. All information regarding the online examination before and during the examination will be communicated through MS Teams. Therefore, students are required to be alert to the notifications posted in the MS Teams.
5. **Students who are staying in Mahallah are encouraged to take the online examination in KAED.** If the students decided to do so, he/she is required to inform the Kulliyah through the Google Form provided (link can obtained from Kaed website and MS Teams). Students who opt to take the online examination in Mahallah must make sure he/she is capable to adhere to all online examination requirements and shall take full responsibility of any issue(s) encountered during the conduct of the online examination. The Kulliyah will not be responsible or liable whatsoever with regards to such issue(s).
6. Students who are staying in Mahallah but under quarantine, suspected having close contact with a Covid-19 patient, or have developed mild or moderate Covid-19 symptoms which requires him/her to be isolated are **NOT ALLOWED** to take the online examination in KAED, thus can take the examination in their respective Mahallah. Students are required to inform the Course Instructor and/or the Academic Office of his/her risky condition as soon as possible to make sure proper assistance and arrangement can be made with regard to the examination.

GUIDE 2: DURING THE EXAMINATION

1. Students must make sure that the room or area chosen to sit for the online final examination is conducive and suitable to support the examination environment (e.g.: free from noise, near to facilities or equipment required to support the examination, in isolation, etc.).
2. Students taking the examination in KAED must adhere to the IIUM dress code and the standard operating procedures to enter the Kulliyah (e.g.: wearing face mask, scan MySejahtera QR code, scan body temperature, social distancing, etc.).
3. Students must enter the video-conferencing session in MS Teams platform **thirty (30) minutes before the examination begins.**
4. Within the 30 minutes prior to the examination, students need to listen to the instructions given by the Course Instructor. Attendance will be recorded before the examination begins.
5. Once the examination starts, the question paper will appear on the wall in the MS Teams platform. Expect a little delay due to the internet data transmission. Additional time will be given to compensate the delay.
6. Students are required to **switch on camera throughout the examination session. Failing to do so without a valid reason is considered as a major offense and will be penalised.**

7. During the examination, students are allowed to ask questions to the Course Instructor. However, the communication with the Course Instructor must be done through Chat section in MS Team, Whatsapp, Telegram or phone call in order to avoid disturbance to other students taking the examination.
8. Students must **answer the questions in handwritten**. Students must **use one sided page of A4 paper only**. This is to avoid disturbance to the scanned images of the answer scripts.
9. Students are **NOT ALLOWED** to communicate with other parties (either by face-to-face, by phone or texts) other than the Course Instructor or Invigilator during the examination.
10. Students are **NOT ALLOWED** to share any documents, recorded videos or pictures related to the online examination to any third party or social media. Necessary action will be taken on the students who are caught in doing so.
11. Students are required to inform the Course Instructor as soon as possible before the examination day should he/she needs to attend urgent and/or unavoidable call such as Covid-19 swab test, vaccination appointment, etc. by providing related and relevant evidence(s). If the students are still able and allowed to take the examination, the time of leaving and resuming the examination must be recorded. The time loss in attending such call will be substituted once the students resume his/her examination. If the situation does not permit the students to take the examination as originally scheduled, special examination is to be arranged by the Kulliyah at a later date.
12. The students are not allowed to leave the examination video-conferencing within the first 30 minutes of the examination and 15 minutes before the examination ends. If the students need to leave the examination before the examination ends, he/she needs to inform the Course Instructor or the Invigilator.

GUIDE 3: AFTER THE END OF THE EXAMINATION

1. Once the examination ends, the students will be given **15 minutes** to prepare for the submission. Students **MUST NOT** take advantage to the time allocated for the submission by further answering the questions. Late submission by the students without concrete justification and evidence will not be accepted.
2. Students need to write page number on each page of the answer script per the total pages. For example, if the total pages is 10, then the page number must be written 1/10, 2/10, 3/10 and so on (**see Appendix A**).
3. All submissions must be done online including the students taking the online examination in KAED.
4. The students need to compile their answer in a proper sequence together with the Cover Page and the Honor Pledge. All these need to be scanned and saved in PDF file in **ONE FILE ONLY**. Name the file with the Matric No-Course Code, **for example 1818179-AQS2252**.

5. The students must ensure the quality of the images that have been scanned. Make sure that the scanned document is clear, not blurry or fuzzy. Before the submission, make sure the file to be submitted is the correct file.
6. The submission of the answer script must be done through **i-Ta'leem platform**. Unless a problem occurred due to the i-Ta'leem system, alternatively, the submission can be done through the MS Teams subject to the approval of the Course Instructor. If problem also occurred with the MS Teams, the Course Instructor will determine other alternative means to allow for the submission. Extra submission time must be given to the students if such difficulties occur during the submission time.
7. The Course Instructor and the Invigilator will do the checking of the submission. Students must remain seated and stay online during the checking process. Students are not allowed to leave the session without the permission from the Course Instructor and/or the Invigilator.

