



KULLIYAH OF INFORMATION AND COMMUNICATION TECHNOLOGY



KICT Students Guidelines for Online Final Assessment/Final Examination

The KICT Students Guidelines for Online Final Assessment/Final examination is provided to ensure academic examination integrity. Each student must carefully read the online final examination guidelines, processes, procedures and requirements before he/she completes and returns the completed **Appeal Form for Not Attending Face-to-face Final assessment/final examination** and **the Integrity Form**: <https://bit.ly/3we0UOx>

You will not be allowed to sit for the online examination if you did not complete the Integrity Form and Appeal Form for Not attending Face-to-face Final assessment/Final examination.

THE FINAL EXAMINATION IS UNIQUE TO THE RESPECTIVE STUDENT, AND STUDENTS SHOULD NOT BE ACCOMPANIED IN THE EXAM LOCATION BY ANY OTHER INDIVIDUAL. THE STUDENT WILL ONLY BE ALLOWED TO COMMUNICATE WITH THE PROCTOR.

THE STUDENT WILL NOT BE ALLOWED TO COMPLETE THE ONLINE FINAL EXAMINATION IF PROCTORS DETECTED THE PRESENCE OF ANOTHER INDIVIDUAL.

1. IIUM students' live account

- All students **MUST** have an active "iium live account" to be used with MS Team for the final examination proctoring session.

2. Preparation of Test Area

- Please find an isolated, quiet space for testing. It is recommended that you close and where possible, lock your door and post a note for any roommates, friends, or family to know that you are having an exam and should not be disturbed.
- In addition, workspaces should be clear with no irrelevant materials.
- Mobile phones should be put away from reach and must be muted throughout the examination duration. Using mobile phones will be considered a way of cheating if seen by the proctor.
- The mobile phone camera is NOT allowed to be used during the online examination
- Finally, always check that your computer is connected to a power source.

3. Use a hardwired internet connection and test your internet speed before the examination

- Restart your computer, modem and/or router before the examination.
- Though WiFi is always convenient, a direct connection is best. If you can hardwire your computer to the internet, you will have a stronger connection during your exam, ensuring minimal interruptions and a consistent test-taking experience.
- If you are using WiFi, make sure you have good signal coverage by getting close to the WiFi router. Kindly call your internet operator to find out more about the physical connectivity in your area.
- Remember also to inform your roommates and family members about your final examinations and to seek their cooperation to avoid any activities that will dominate internet bandwidth, like streaming videos or gaming for the duration of your final examination.
- Your internet connection must have a stable download and upload "speed" of a minimum of 6 Mbps in both directions. You can perform a test on your global broadband connection speed at <https://speedtest.net> OR <http://speedof.me>. If your download connection speed is less than 6 Mbps, find another computer or location with a suitable connection. Make sure you have a sufficient network quota (at least 2GB left).

4. Test Computer Systems

- Remember to run a computer system requirement check in advance before your exam day, at least three (3) days before your exam to ascertain any technical issues. In the event, you face any technical issue while testing, please inform your lecturer concerned for assistance at least 3 days before the actual examination day. You will **NOT** be allowed to sit for the final examination without a computer with a working webcam, microphone and speakers.

5. Pre-Exam:

- One day before your scheduled final examination paper, you should receive an invitation to join the MS Team for each of your Online Final Examination courses.
- One hour before your exam time, restart your computer and MS Team to make sure fewer errors occur and **TURN OFF ALL** non-essential applications on your computer.
- Please prepare your Student Matric Card/Student ID and your self-printed examination slip, writing tools, blank sheets of A4 paper for “rough” workings and the allowed number of answer script sheets (your lecturer will advise the minimum number of required sheets depending on the nature of exam or course). You must ensure these sheets used for examinations are empty on both sides as the proctor will be checking these before the examination. You will be informed of any other materials that are required and allowed for the specific exam such as graph papers, formula sheets and tables. If your physical Student Matric Card is not available, you may use your IC/Passport as identification documents along with the printed exam slip.
- No mobile phones are allowed during the examination (they must be muted and put away from reach as shown to the proctor at the start upon login)
- Prepare yourself for an uninterrupted examination with no breaks. It is advisable to pre-prepare yourself with your water bottle or go to the washroom before the exam begins.
- Always remember your password (instead of using saved passwords) when accessing iTa’leem and Microsoft Teams:
- Only two applications iTa’leem and Microsoft Teams are needed and please close any other applications and keep only a single page open in your browser throughout the whole final examination duration.
- The use of the internet or opening of other pages or windows on your desktop will be considered cheating once the final examination starts.
- Kindly check with your lecturer or faculty to ensure if there are any other applications/materials allowed to be used during examinations and check your

6. Punctuality for online examination

- All students are required to be online **30 minutes** before the examination for briefing. If you encounter login issues, please try to use another internet network (if possible), device, or browser.
- Late attendance will **NOT** be allowed.
- All students are required to remain online for proctor monitoring during the entire duration of the examination and even in the event the student completes the exam before the end of the exam.
- Toilet breaks are highly recommended 30 minutes before the start of the examination. Depending on the nature of the exam and requirements of the course. Emergency toilet requests are allowed only for a maximum of 10 minutes of the final examination. No extra time will be given.

7. Absenteeism for final online examination

- If you are unable to attend your final examinations due to medical reasons and/or any other genuine or valid reasons, please inform your lecturer and email all supporting evidence to kict_academic@iium.edu.my NO LATER THAN THREE (3) calendar days from your missed examination date. You will be informed in writing via email.

8. What if something goes wrong during the exam?

- a. If you need any assistance from the proctor, you can press the “raise your hand” button and send a typed message direct to the proctor. In such a case, please take a screenshot of the issue encountered and wait for your proctor to help.
- b. You are to inform the proctor immediately and provide screenshots as evidence of your technical breakdown or difficulty.

Alternative support if you cannot reach your proctor:

- c. For those who experience technical issues (i.e. if you can still navigate and proceed with the exam), please contact:
 - i. Your lecturer for that particular course

- ii. Email to kict_academic@iium.edu.my with evidence.

MAIN POINTS SUMMARISED:

Pre-Examination

- Candidates need to log in to the online final examination platform via the given link **at least 30 minutes** before the start of the final examination session.
- Candidates are to ensure that:
 - No mobile phones are allowed during the examination (show the phone on the screen to proctors, put the phone on silent mode and put it away from reach)
 - There is access to stable good WiFi/wired internet
 - There is a functioning webcam, speaker and microphone
 - They run a test on internet speed before and after the exam and provide screenshots to the proctor/course lecturer concerned via email
 - No other applications, software, videos or TV are running during the final examination
 - They empty the history of the web browser before the start of the final examination

End of Examination:

- At the end of the examination, candidates need to stop writing and properly submit their answers directly online within the stipulated timeframe set (submission timeframe within 15 minutes after the end of exams).
- Candidates are allowed to leave **ONLY** when the Chief Proctor confirms and acknowledges receipt of all submissions.

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