

**FACULTY OF SOCIAL SCIENCES AND HUMANITIES**  
**ONLINE FINAL EXAMINATION STUDENT GUIDELINES**

At the Faculty of Social Sciences and Humanities, the online final examinations will be held either via Asynchronous (take home) or Synchronous Online Examination. Please refer to the final examination time-table for the type of final examination for your courses.

**GENERAL GUIDELINES FOR ALL ONLINE FINAL EXAMINATIONS**

These are the general exam instructions that govern all types of online final exams. Students are expected to follow these instructions, unless they conflict with the lecturer's written instructions appearing on the exam. **Failure to follow these instructions may result in a grade reduction or disciplinary action.** Please read thoroughly.

Exam questions will be uploaded in UTM e-learning by your respective lecturers. The time period for your take home exam is within the specified period given in each school's final examination time-table and governed by the lecturer's instructions.

1. Before all examinations, students are required to fill in and submit two (2) forms for each course for online final exam.
  - i) Internet and Computer Availability & Compatibility Checklist for Online Final Examination Form (**Appendix 1**); and
  - ii) Online Final Examination Procedure Form (**Appendix 2**)Upload these forms in each course's e-learning (refer to each lecturer's instruction).
2. The exam must be taken completely alone. Showing it or discussing it with anybody is forbidden, including (but not limited to) the other students in the course in current or previous years.
3. In case of technical difficulty that disrupts the examination at any time during the examination, please contact your respective lecturer **as soon as you encounter the problem**. Your lecturer has the right not to entertain any late complaints or report of technical difficulty.

## DESCRIPTIONS AND PROCEDURE FOR EACH TYPE OF EXAMINATION

### ASYNCHRONOUS (TAKE HOME) ONLINE EXAMINATION

Asynchronous online examination is a take-home online examination that does not take place in real time, suggesting that the examination may take place over a period of time to accommodate different groups of students. It is an exam that students can do at any location of their choice, non-proctored and the exam questions normally require students to use higher order thinking skills. Students are allowed to use study materials, the internet or other resources while answering the exam. (You are NOT allowed to submit questions to internet discussion groups, though!).

If you find a solution of a test problem in a book or online, cite it in your submission and do not copy it as-is, but make changes which demonstrate you understand what you are writing.

#### **Types of Asynchronous Online Examination:**

##### **(i) Traditional-based Take-home Examination**

A traditional take-home online exam involves questions that are similar to traditional paper and pencil examination. The time for students to answer traditional take home examination is also usually similar to the time for students answering traditional paper and pencil examination. Nevertheless, discretion is given to lecturers to decide on the time limit of the examinations as questions that require higher order thinking skills and referencing to resources may require more time to be answered.

##### **(ii) Alternative-based Take-home Examination**

An alternative-based take-home online exam requires students to conduct an individual project-based response – (e.g., project study report, presentation, data simulation/analysis). This format may be suitable for courses that are more on to skills based such as programming courses. The time required for students to answer alternative-based take-home examination is normally longer compared to traditional-based take-home examination. The faculty limits the duration to a maximum of one week for alternative-based take-home online exam.

## **Procedure for Asynchronous Examination**

### **Before Exam**

- i. Download the Internet and Computer Availability & Compatibility Checklist for Online Final Exam and Online Exam Consent Form from e-learning.
- ii. Complete the form and upload it back into e-learning or submit it through email.

### **During Exam**

- i. Scan your attendance for the take home examination via the QR code attached by your lecturer in the e-learning.
- ii. Prepare your exam using Word processing software on a computer.
- iii. Start exam.
- iv. It is recommended that before beginning to write, save the document on your name and also activate any automatic save function that your word processing software may have.  
Name your file as shown:  
**studentname\_matric#\_coursecode(section)\_instructorname\_Sem2\_1920**
- v. Your lecturer may ask you to submit your examination answers (interim submission) at any time during the examination. Be ready to submit your interim answer when prompted by your lecturer through e-learning.
- vi. You are also advised to create a copy of the document on another storage medium, either by putting your document in a folder that synchronizes to a service such as Dropbox or Box, or by occasionally copying the document onto a flash drive or network drive.

### **After Exam**

- i. Save your files in Word **and** PDF file formats (2 files).
- ii. Upload both files into e-learning. You can only submit the files **once** and within the time allotted.
- iii. Make sure to keep the saved file until final grades have been released.

## **SYNCHRONOUS ONLINE EXAMINATION**

Synchronous online examination is the online examination that takes place in real time. Students answer questions in e-learning UTM system using the same type of traditional exam questions (that is not project-based, problem based or any other alternative assessment methods). The time set for students to answer the examination is the same as in traditional paper and pencil examination, but with some extra/buffer time to allow time for technical matters.

### **Types of Synchronous Online Examination**

- (i) With manual online invigilation
- (ii) With online proctoring
- (iii) Without invigilation and proctoring (randomization of questions)

At FSSH, lecturers would carry out synchronous online final examination either using method i or iii, depending on the method used by your lecturer.

### **Procedure for Synchronous Online Examination (with Manual Online Invigilation)**

#### **Before Exam**

- i. Students have to submit the Internet and Computer Availability & Compatibility Checklist for Online Final Exam and Online Exam Consent Form.
- ii. Attend briefing session about the exam process from the lecturer
- iii. Attend mock-up exam especially for students who have might have internet connection problems. Refer to you course lecturer.
- iv. Read Online Exam Rules and Regulation.

#### **During Exam**

- i. Scan the attendance using QR Code given by the lecturer.
- ii. Login to the set live video conferencing platform (eg. Facebook Live, Webex, Zoom etc) and turn on the video mode throughout the examination (frozen image is not allowed).
- iii. Students have to start the exam in front of computers.
- iv. Students can ask any problem regarding the examination via the set communication platform (example via Whatsapp, Messages, Facebook etc) provided by the lecturer.

### **After Exam**

- i. Submit the answers through UTM e-learning logs.
- ii. Submit the correct files or complete answer scripts. No appeal will be entertained for incorrect files of incomplete answer scripts after the exam.

### **Procedure for Synchronous Online Examination [Without invigilation and proctoring (randomization of questions)]**

#### **Before Exam**

- i. Students have to submit the Internet and Computer Availability & Compatibility Checklist for Online Final Exam and Online Exam Consent Form
- ii. Attend briefing session about the exam process from the lecturer
- iii. Attend mock up exam especially for students who have might have internet connection problems.
- iv. Read Online Exam Rules and Regulation

#### **During Exam**

- i. Scan the attendance using QR Code given by the lecturer.
- ii. Login to the examination platform (UTM e-Learning or other platforms)
- iii. Students can ask any problem regarding the examination via the set communication platform (example via Whatsapp, Messages, Facebook etc) provided by the lecturer.

#### **After Exam**

- i. Submit the answers through UTM e-learning logs.
- ii. Submit the correct files or complete answer scripts. No appeal will be entertained for incorrect files of incomplete answer scripts after the exam.

This guideline regarding online final examination at FSSH should be read together with UTM Guideline Online for Final examination. Further assistance and details regarding online examination matters, please refer to <https://olc.utm.my/online-exam/>