

AU ONLINE EXAM GUIDELINES - 2/2019

OFFICE OF ACADEMIC AFFAIRS, APRIL 21, 2020



This AU ONLINE EXAM GUIDELINES – 2/2019 is one of the three sets of information and instructions – the other two are “AU ONLINE EXAM INSTRUCTIONS” and “MISSING THE ONLINE EXAMINATION” - students are highly recommended to familiarize before attempting the ONLINE Examination.

**All examination questions are Assumption University's property,
do not disseminate or duplicate without proper authorization.
Sharing and/or duplicating the questions, irrespective of reasons,
will subject students to Academic Dishonesty's terms of
punishment.**

6 Things to do before taking the online exam

6 Things to do before taking the online final exam

1. Test students' Username by typing the letter U before your ID code, and password before final exam at least **two days** before the exam date at <https://aulms.au.edu> and <https://lms.msme.au.edu>
2. Immediately inform the problem at helpdesk@au.edu so that your user name can be rechecked, (refer to the step 1 - **two days** - before the exam date). The rechecking of the Username cannot be done on the exam date.
3. Familiarize with the system before the online final exam by taking the provided pre-test, at <http://aulms.au.edu/course/view.php?id=3> or <https://lms.msme.au.edu/course/view.php?id=1372>
4. Check the devices to be used for examinations one or two days before the examination date to ascertain their useability as well as the speed of the internet students subscribe from the service provider.

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5. **Check time Zone:** The online examination at Assumption University is scheduled according to Thailand time zone, students who currently are residing in countries with time zone different from Thailand time zone are obligated to check their countries time zone with Thailand time zone so as to be able to properly commence their exam at the beginning of the examination time e.g. Australia time zone and China time zone is 3 hours and 1 hour ahead of Thailand time zone respectively.

6 Things to do before taking the online final exam

6. Check the enrolled subjects' **examination schedules**, and should there be **exam time conflict**, 1) **choose** to take one exam according to the announced schedule, and 2) **petition** for specially arranged examination for another, as the time-conflict examination cannot be arranged with the “online exam”.

Caution: Before the examination time, students need to double check what subject they intend to take, and **only access the link** of the examination paper they have intended to attempt. Irrespective of reasons, accessing the link of the examination paper students have chosen NOT to attempt would be counted as attempting the examination, hence the aforementioned petition will not be considered and the “0” mark for the concerned subject’s final exam would be given, and the final grade of the subject would be assigned accordingly.

6 Things to do before taking the online final exam

- Scan the QR code below to access the petition, fill in the required information in the provided Google form, and submit it within **May 25th, 2020**. Specially arranged time-conflict exam's schedules for the requested subjects would be announced on **June 1st, 2020** at www.au.edu Topic: News and Events. The **time conflict exams** are scheduled on **July 11th – 12th, 2020**.
- **Irrespective of students' reasons, there will not be any arrangement of special make-up examinations** for students missing the aforementioned exam, and the **“W”** grade would be automatically assigned to the subjects concerned. As such, students are expected to always remind themselves of the stated dates.

