

AU ONLINE EXAM INSTRUCTIONS - 2/2019

OFFICE OF ACADEMIC AFFAIRS, APRIL 21, 2020



This AU ONLINE EXAM INSTRUCTIONS – 2/2019 is one of the three sets of information and instructions – the other two are “AU ONLINE EXAM GUIDELINES” 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.**

9 ONLINE EXAM INSTRUCTIONS

9 Online exam instructions

1. The Online Exam is **Time Limited**.
2. Students can attempt each of the questions **only one time**.
3. The exam questions are set in the **sequential manner**, requiring students to answer questions in the sequence from the first till the last question, hence **reverting to the previous question or skip to the next questions is prohibited**.
4. Check the examination's given time duration on the cover page of the examination paper as well as the number of questions, and determine the amount of time for solving each exam question prior to attempting exam questions.

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5. In case the system used in setting up the exam questions is LMS (Moodle), it is advisable to use Google chrome browser to access the link for the exam.
6. Before attempting the next question, do check if there is the “next” button on the page of the current question, if the button is not shown on the screen, do wait for 1 or two minutes to allow the internet to send the signal to students’ device, otherwise press “refresh page” button. The speed of the internet the students subscribe from the service provider may cause the delay of the signal, hence the slowness of the appearance of the “next” button on the screen
7. Students **must** Not Click "**Back**" Button Of The Browser.

**8. Follow the two given steps should there be
black out at the UNIVERSITY**

- 8.1 Once the power is back, students would be notified via “Microsoft Team” by the subject coordinator / instructor, immediately login to LMS and access to their course. Hence, students taking exam via LMS system are recommended to turn on “Microsoft Team” system on the device being used for the exam while attempting the examination to receive the notification – the examination as well as the dissemination of any information via the Microsoft Team will not be interrupted by the blackout at the University.
- 8.2 Click exam link and click “continue to last attempt” button, as all the attempted questions and answers have already been automatically saved in the system.

NOTE: a) Students will be given the time equal to the black out time plus 5 minutes to compensate the time lost during the black out period.

b) In case the black out duration is longer than 20 minutes, the new exam would be arranged, and the new scheduled would be announced on **June 1st, 2020** at

WWW.au.edu Topic: News and Events

9. Follow the two given steps should there be unexpected situations at STUDENTS' RESIDENCE

- 9.1 In case there is a blackout or a long internet disconnection at students' residence, capture the screen showing the nature of the problem students have faced while doing the exam, scan the QR code below to access the petition form, fill in the required information in the provided form, and **submit** the complete petition as well as the “captured screen picture that could substantiate **the petition** to the Office **within 24 hours after the subject's exam time**. (the second step to be followed is continued on next page)



9.2 Inform the instructor with whom students have studied of the nature of the problem via the instructor's provided email, line or communication channel. In case students cannot inform their instructor concerned, the submitted detailed information in the form and evidence is adequate. The Office of Academic Affairs, the ITS, as well as the instructor would consider the submitted information and the evidence.
