



GUIDELINES FOR STUDENTS **ON EXAMINATIONS**

MAY 2022

1. EXAMINATIONS IN THE 'NEW NORMAL'

As the nation embarked on the Early Endemic phase since 15 December 2022 and aligned to the UTB Circular 1/2022 Academic Continuity Preparations Amid COVID-19 Outbreak (ACP 4/2021) the university had adopted two (2) modes to conduct university examinations: -

- 1.1 **Mode of Exams:** Please check your examination timetable for the date, time, and mode of the examination. The exam modes are decided by your faculty/school and are indicated on **your examination timetable**.
- 1.2 **In-person Exams:** As in normal semesters, a closed-book examination is conducted on-campus with invigilators drawn from module examiners. Any candidate who cannot attend in person will undertake the same examination simultaneously online. For every in-person exam, please refer to item **2** for "Guidelines for In-person Examinations".
- 1.3 **Online Exams:** Examination undertaken by the candidate at home, and invigilated through video to maintain closed-book conditions. Any candidate expected to experience poor access to an internet connection could undertake the same examination simultaneously in person. For every online exam, please refer to item **3** for "Guidelines for Online Examinations".
- 1.4 **Exam Registration:** All Students **MUST** fill in the registration form before **every scheduled in-person and online exam**. The form can be accessed via <https://forms.office.com/r/62v18yQ1Pe>
 - 1.4.1 Students are advised to register within the registration window as below:-
 - Morning Session: Starting 7.30 pm (day before the scheduled exam) to 7.30 am (exam day)
 - Afternoon Session: Starting 12.00 am to 12.00 pm (exam day)
 - 1.4.2 Please refer to item **2.1** for further information on Exam Registration for In-Person Exams
 - 1.4.3 Please refer to item **3.1** further information on Exam Registration for Online Exams

2. GUIDELINES FOR IN-PERSON EXAMS

- 2.1 **Exam Registration:**
 - 2.1.1 If you missed registering: -
 - a) You could be considered as absent from the examination.
 - b) If you turn up at the exam venue without completing the form, you are required to show proof of negative ART results (tested within 12 hours), however, you may be admitted after other students. Your delayed entry may cause you to lose exam time, as the exam would start on time.
 - 2.1.2 If you have a scheduled in-person exam and due to circumstances require to take the exam online, please indicate in the registration form.

Acceptable circumstances include: -

- 2.1.2.1 **BruHealth Purple code** but voluntarily sitting the examination due to nil or very light symptoms.
 - 2.1.2.2 **BruHealth Red Code or Primary Contact** and experiencing COVID-19 like symptoms.
 - 2.1.2.3 **Positive ART Results** but voluntarily sitting the examination due to nil or very light symptoms.
 - 2.1.2.4 **Symptomatic Individual** experiencing COVID-19 like symptoms.
 - 2.1.2.5 Any other reason deemed fair by the university, subject to approval by Registrar's Office.
- 2.2 **Antigen Rapid Test:** Students are required to perform the ART test within the 12 hours period prior to the scheduled in-person exam. The results are to be uploaded to the **Exam Registration form**.
- 2.2.1 Only negative results are allowed to proceed to an in-person exam.
 - 2.2.2 If your ART results are positive, you would not be allowed to attend the in-person exam, you may opt to voluntarily sit the examination online due to nil or very light symptoms.
 - 2.2.3 ART kits would be provided by the university via Faculty/School's Assistant Registrar during the Revision Week.
- 2.3 **BruHealth Code:** Students with the following BruHealth code would be allowed to sit for in-person exams: -
- 2.3.1 **Green or Yellow Code**
 - 2.3.2 **Red Code or Primary Contact:** Only students with negative ART and no symptoms would be allowed to sit in for in-person exams. Red Code or Primary Contact students would be allocated at a separate venue on campus. A student with BruHealth Red Code must declare their code through the **Exam Registration**.
 - 2.3.3 **Exam Venue for Red Code or Primary Contact:** Students who had declared their BruHealth as Red Code or Primary Contact should proceed to GA.13 or GA. 11 during the scheduled exam day to sit for the exam.
- 2.4 **COVID-19 SOPs:** In order to protect the safety and well-being of all students during in-person examinations, the university appreciates the kind cooperation of every student to uphold the shared responsibility of adhering to the current COVID-19 SOPs: -
- 2.4.1 A temperature check is required for every exam session. For MPH, 1 standing thermometer will be placed at the entrance. For Concourse and GF 27/28, the temperature checkpoint will be placed at the entrance to the main lobby.

- 2.4.2 Students are also required to scan their BruHealth code upon entering the examination venues. After scanning, mobile phones and smartwatches are to be left at the designated box at the back of the exam venue.
 - 2.4.3 Hand sanitisers are prepared at every exam venue.
 - 2.4.4 Always wear your face mask.
 - 2.4.5 Practice Physical Distancing of at least 1 metre.
 - 2.4.6 If you are feeling unwell prior to the start of the exam, please immediately inform the invigilator for further consideration.
- 2.5 **Attendance:** Students are advised to arrive as early as possible at the examination venue and not later than 40 minutes prior to the start of the examination. This is to give ample time for a temperature check, and code scanning and for you to settle in your allocated seating.
- 2.5.1 If you arrive after 1 hour after the start of the exam, you would be considered an absent and must complete the Absence from the Examination form.
 - 2.5.2 You cannot leave the examination during the first 1 hour or during the last 30 minutes of the examination period.
- 2.6 **Unauthorised material:** Student MUST NOT have any unauthorised material with you at your exam desk or on your person whilst under examination conditions:
- a) Any electronic device capable of storing data of any kind. This includes programmable calculators, electronic dictionaries, PDAs, MP3 players, etc
 - b) A bag of any kind
 - c) Any loose papers
 - d) Unauthorised notes or materials
 - e) Any books (unless it is an open-book examination, in which case detailed information, should be given before the examination and in the instructions on the examination paper)
 - f) Mobile phones
 - g) Smartwatches

You MAY take into an exam room any pens, erasers, rulers, permitted calculators and permitted technical drawing equipment. However, these MUST BE placed in a clear plastic bag. No pencil case or box is allowed. Mobile phones and Smartwatches MUST BE SWITCHED OFF. In any case that the mobile rings during the exams, we will not hesitate to confiscate the mobile phone from the designated box area and the consequences could be serious.

3. GUIDELINES FOR ONLINE EXAMS

Any student who is taking a University Examination online from home in closed-book conditions is required to follow the instructions below. It is important that all instructions are followed carefully, otherwise, you may be considered to be in breach of academic integrity and will be penalised accordingly. Students are required to prepare the following:

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- a) Computer or Laptop with installed apps of Microsoft Teams and Moodle app
- b) Smartphone with installed apps of Microsoft Teams, Moodle app and Document scanning app (i.e Dropbox Scanner, Adobe Scan, iPhone Notes scanner)
- c) Webcam
- d) Microphone
- e) Stable and reliable internet connection and enough data quota to cover the duration of examination (at least 12 GB or less of data quota)
- f) Conducive room to conduct online exam
- g) Workspace
- h) Required stationery, calculator, blank sheets of paper and graph paper.
- i) Printer (if required)

3.1 Exam Registration

3.1.1 If you have a scheduled online exam and due to particular circumstances requiring you to take the exam on campus, please contact the Exam Office at least one week before the examination weeks commence. You may contact via email at office.exam@utb.edu.bn or via Academic Hotline at **8792250**. Acceptable circumstances include: -

3.1.1.1 No access or poor access to internet connections

3.1.1.2 Incomplete equipment to conduct an online examination

3.1.1.3 Any other reason deemed fair by the university is subject to approval by Registrar's Office.

3.2 Preparation prior to online exams

3.2.1 Setting up: -

a) **Devices and Internet Connection**

- Ensure your laptop and smartphone are fully-charged and preferably plugged in during examination.
- Ensure that your internet connection is as strong and as reliable as possible, including any Wi-Fi signal being used. You must also ensure that you have a backup network connection readily available e.g. both fixed/mobile broadband Wi-Fi and mobile data, in case of any interrupted connectivity.
- It is critical to ensure that the video feed during the examination is reliable and continuous, as any interruption without justification or evidence provided can be considered an attempt to cheat and will be investigated accordingly.

- b) **Setting up your device(s)**: Depending on your examiner (module lecturer) or invigilator preference, you should at least standby one of the online exam options: -
- Option 1: if you have both a computer and a smartphone: the smartphone will be logged into the Teams meeting, with its camera turned on. The smartphone is to be positioned to show your computer screen and tabletop working area.
 - Option 2: if you have a computer with an external webcam: position the webcam to show your computer screen and tabletop working area. A smartphone will not be required except for answer script submission.
 - Option 3: if you only have one camera-equipped laptop/computer but no smartphone:
 - The computer is to be logged into the Team's meeting with its camera on. Print out the exam paper and position the laptop/camera far enough to show your tabletop working area. You are not to interact with the laptop/computer during the session beyond opening the question paper.
 - If printing is not possible, arrange with your examiner in advance for a breakout room in the Teams meeting, in which you share your computer screen/desktop the Teams breakout room with an invigilator, in addition to the video feed of you and your tabletop.



c) **Room Environment**

- Good lighting and able to show you and your laptop/computer screen and tabletop area
- There is no other person in the same room as you
- You will be required to show the invigilator the surroundings of your workspace, so if you are concerned about personal privacy, please prepare your workspace accordingly.

d) **Joining the online examination**

- To ensure that you can sit through the whole examination without interruption, make sure you have your toilet break, and any food or drink just before joining the exam session.

- **Join the Teams meeting at least 20 minutes before** the start of the examination, and follow all instructions given by the invigilator.
 - You will be required to show your student ID to the camera for the invigilator.
 - If you join after 1 hour after the start of the exam, you would be considered an absent and must complete the Absence from the Examination form.
 - You cannot leave the examination during the first 1 hour or during the last 30 minutes of the examination period.
- e) **During the exam**
- You are required to focus on your work, so please ensure there are no distractions. Candidates are required to look and focus on their work area.
 - You are not allowed to leave your workspace and must remain in view of the camera at all times.
 - During the Teams meeting, you can [Turn off incoming video](#) to reduce your data consumption, but **make sure your camera remains on.**
 - If you have any queries, raise your hand in the Teams meeting, or type a message in Teams to the Invigilator.
 - If there is an unexpected interruption to your connection or power supply and you are disconnected from the Teams meeting, you are required to immediately continue recording your session using your smartphone camera app until you can reconnect to the Teams meeting. The recording is to be submitted to the invigilator for verification. Any other evidence (e.g. reports to TD123) should also be submitted.
- f) **After the exam**
- You have up to 10 minutes to scan and upload your completed work.
 - Use your smartphone (or scanner, if available) to scan/photograph your completed worksheets.
 - Ensure scans/photographs are taken in bright light conditions, and in clear focus.
 - Check that all writing and figures on all pages are shown clearly in the scanned files.
 - Upload the scanned files to the Moodle assignment using Moodle app immediately.
 - If Moodle does not work, use [Microsoft Teams](#)
 - If Microsoft Teams also does not work, use WhatsApp to send to the examiner the photos or files.
 - Use mobile data instead of home Wi-Fi (or vice versa) and reattempt the above.
 - Do not discard your hand-written answer scripts, as they may be asked for later. You are not allowed to modify the answer scripts after online submission.
 - If you have any other issues, please contact the invigilator or examiner immediately using Teams or WhatsApp.

4. ABSENCE FROM EXAMS

Students **MUST** fill in the Absence from Examination form if: -

- 4.1 Your ART result is positive.
- 4.2 You are experiencing COVID-19 symptoms
- 4.3 Your code is purple or red (with symptoms) and would not sit for the exam scheduled on the day
- 4.4 You arrive or join after 1 hour from the start of the exam
- 4.5 Any circumstances that cause you to be absent from taking the exam during the scheduled day.

[Absence from Examination form](#)

5. EXTENUATING CIRCUMSTANCES

In the case of a student dealing with circumstances affecting their performance during an examination, the student is advised to fill out the Extenuating Circumstances form.

[Extenuating Circumstances form](#)

6. ACADEMIC OFFENCE (CHEATING)

In the case, if a student is caught committing an academic offence of cheating; the invigilator will immediately confiscate the student's answer book. The invigilator will reissue another answer book and allow the student to continue with the examination. If the student owns any unauthorised material (in possession of a smartphone or smartwatch, loose notes and etc) it would be confiscated and retained as evidence.

For online examination, the invigilator will immediately communicate with the student to collect evidence for further reporting at the Board of Inquiry for Academic Offences.

This offence will then be reported by the invigilator to the Registrar and Secretary, and the allegation will be referred for consideration by the Board of Inquiry under the purview of the University Examination Board.

7. Dress Code during Examinations

You **MUST** abide to the university student dress code. Please refer to the university dress code document for further information. ([UTB Dress Code](#))

Notes:

The SOPs on COVID-19 subject to update in the National COVID-19 SOPs