



ONLINE EXAMINATION PROCEDURE, SCHOOL OF MECHANICAL ENGINEERING

20192020/2



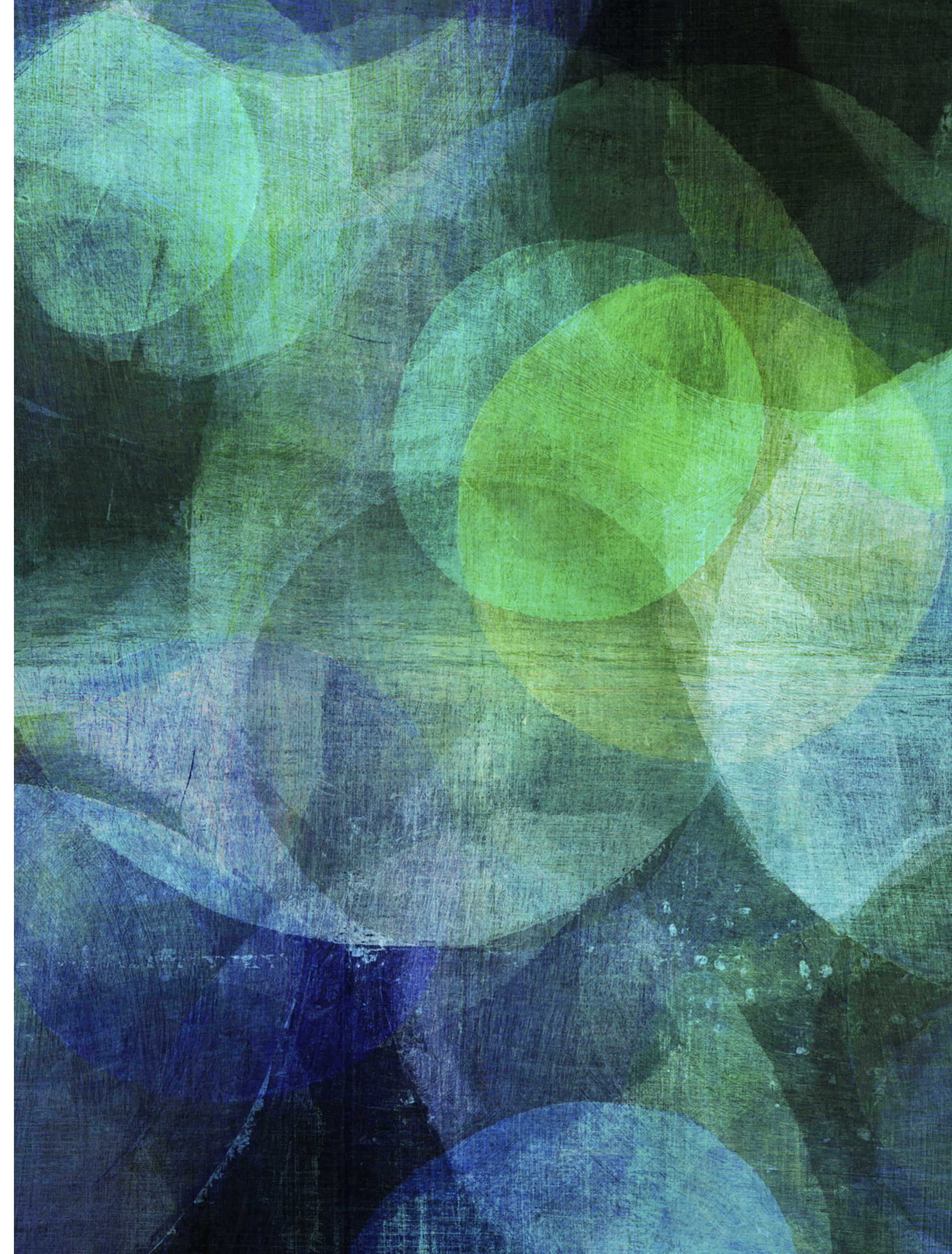
OBJECTIVES

- To ensure that the implementation of online examinations align with the targeted CLOs and PLOs;
- To offer precautionary measures in handling integrity issues.

INTRODUCTION

UTM has decided that learning and teaching activities are carried out remotely and online from April 1, 2020, to June 25, 2020. (Academic Calendar Amendment Session 2019/2020: UTM Senate approval March 25, 2020; Senate 3 Edition passed April 2, 2020);

In line with the UTM decision, the assessment will take into account the remote and online implementation.



EAC GUIDING PRINCIPLES ON ASSESSMENT IMPLEMENTATION DURING COVID-19 PANDEMIC

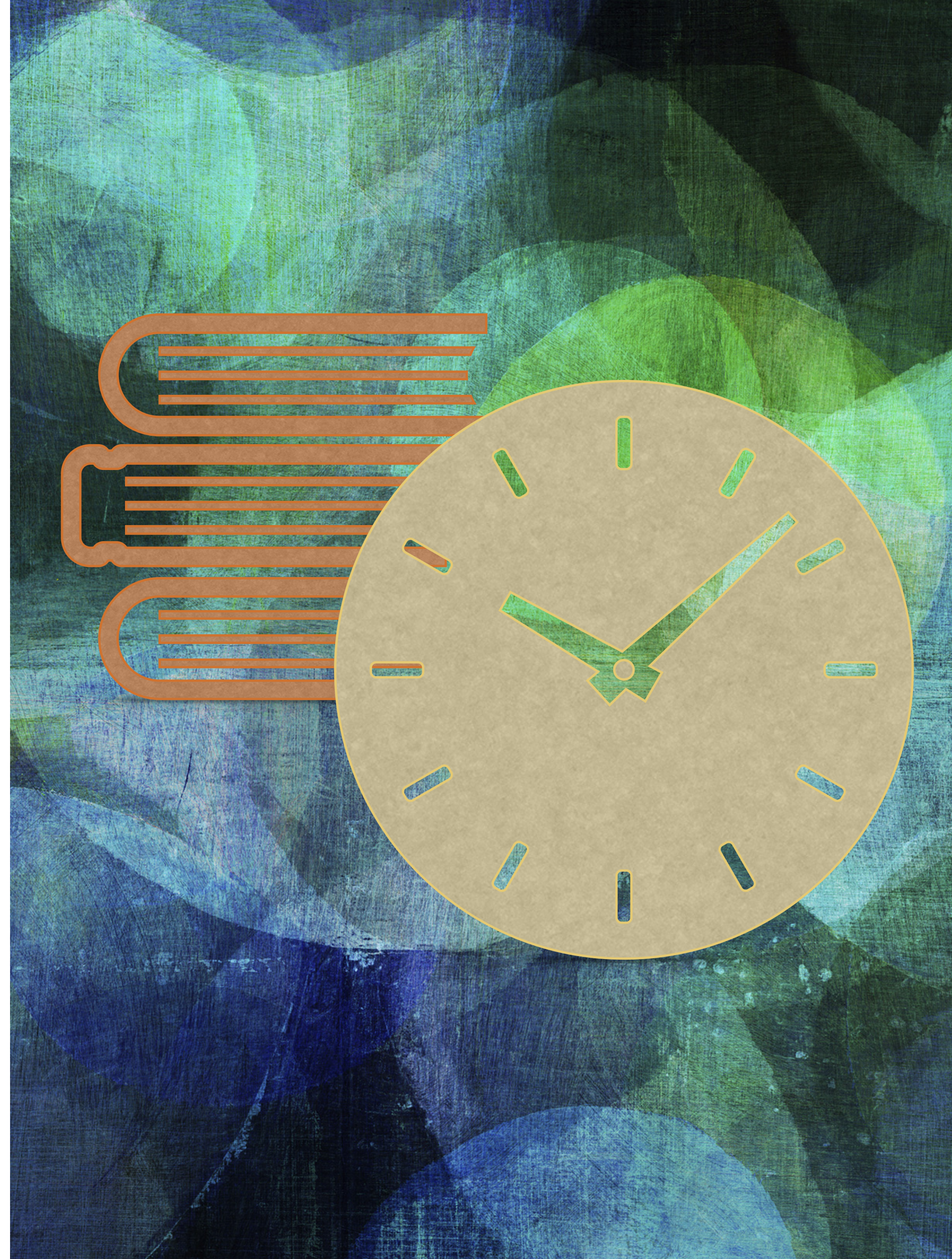
- All programmes are to ensure the **attainment** of the 12 Programme Outcomes (POs) as stipulated in the Manual/Standards.
- All alternative assessments must be designed or formulated based on the **intended** learning outcomes.
- **Scenario** or **case study** types of questions could be used as an alternative to the Psychomotor and Affective POs during the COVID-19 pandemic.
- Continuous assessments implemented could be continued with take home exams and assignments.
- All courses that have FE may use any available assessment method viable to the programme including on-line.
- The programme is expected to undertake precautionary measures in handling **integrity** issues.
- Programmes need to show **evidence** on the attainment of all the 12 Programme Outcomes with a systematic Quality Management System.

**THE ONLINE FINAL EXAMINATION MODE
FOR SCHOOL OF MECHANICAL
ENGINEERING**

“

Synchronous or Asynchronous Online
EXAMINATIONS?

IMPLEMENTATION OF ONLINE FINAL EXAMINATION, SCHOOL OF MECHANICAL ENGINEERING – ASYNCHRONOUS METHOD



HOW THE ONLINE EXAMINATION TIME IS ORGANIZED?

- Each question will be answered one at a time to engage precautionary measures in handling integrity issues as specified in the EAC manual.
- The examination time for each course will be split into two sessions but on the same day,
 - i) 1st session:- 9:00 am to 12:00 pm;
 - ii) 2nd session:- 2:00 to 5:00 pm.
- Based on SKM common practice, the final examination duration depends on the credit hours of respective courses. For a three-credit course, the final examination duration is 3 hours, and for a two-credit course is 2 hours. The total duration must be divided equally to each given question.
- This rule will also be applied to the online final examination. For example, if the examination paper of a three-credit course consists of 4 questions, 45 minutes will be given to each question (3 credit hours = 3 hours of exam duration).
- The first session of the examination will cover the first two questions. In comparison, the second session comprises the other two questions.
- However, the online examination implementation requires more time to accommodate the interim answer submission and final answer submission.
- Each session will be given 10 minutes for interim answer submission and 15 minutes for the final answer submission.
- Therefore, for a three-credit course consisting of four final examination questions, it will require 1 hour and 55 minutes to answer two questions in each session.

HOW WILL THE SUBMISSION OF THE ONLINE FINAL EXAM CONSENT FORM, STUDENTS' ATTENDANCE FORM, INTERIM ANSWERS, AND FINAL ANSWERS BE CARRIED OUT?

1. Three types of submission will be set, i.e., the Online Final Exam Consent and Students Attendance Form submission, Interim Answers submission, and Final Answers submission.
2. This information must be shared with students TWO WEEKS before the online examination conducted.
3. Students will use the same Google Form (FE Consent & Attendance Form) to register their Online Final Exam Consent and Attendance.
4. Lecturers must devise two alternatives platforms for students to upload all the specified items above as follows,
 - UTM e-learning 'Assignment' tool,
 - email

E-LEARNING PLATFORM

To use the E-learning platform, lecturers must prepare the following,

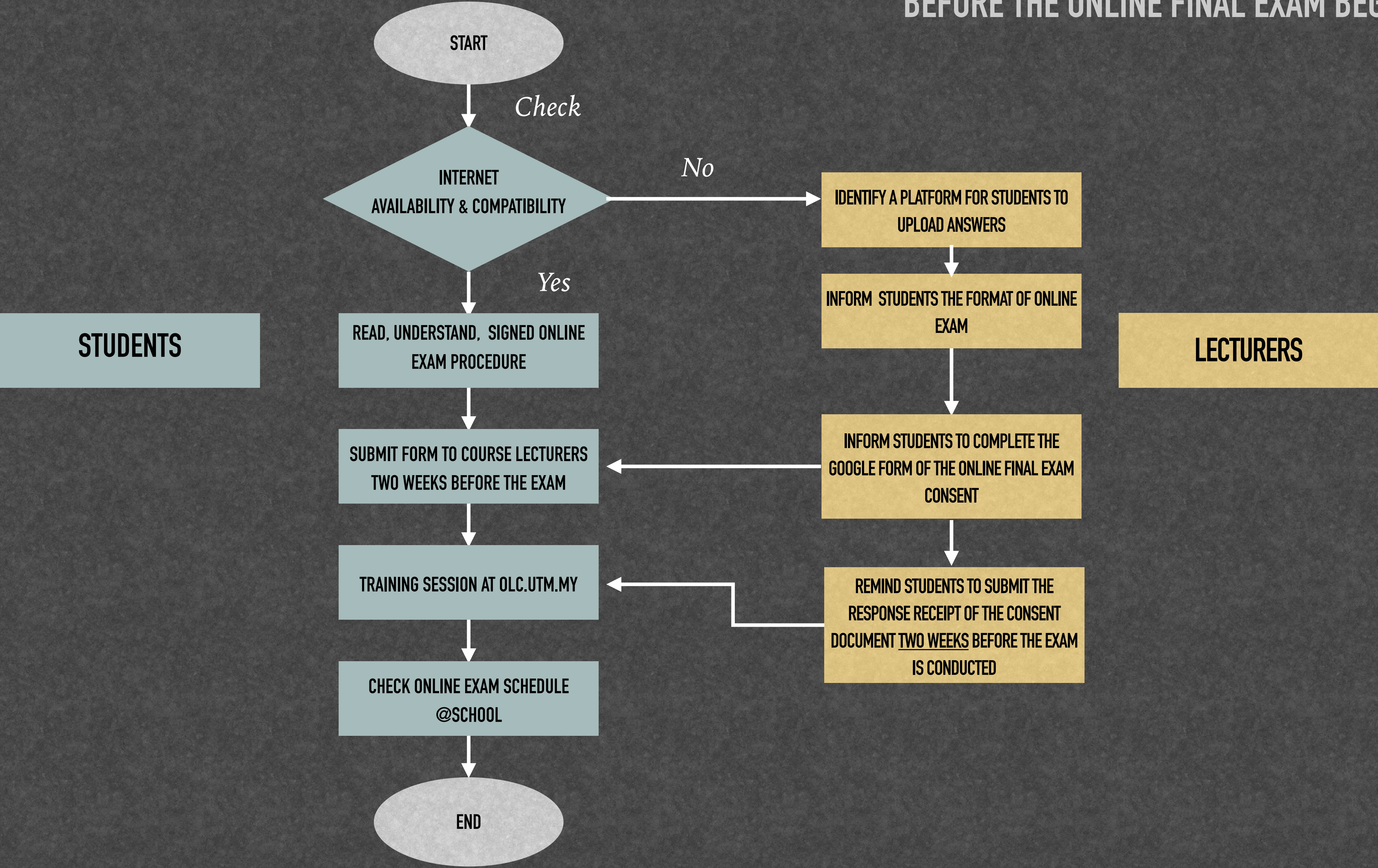
1. Create three folders on the E-Learning, i.e., FE Consent & Attendance Form Submission, Interim Answers Submission, and Final Answers Submission.
2. Instruct students to use individual file names for each submission (ALL WORDS MUST BE CAPITALIZED), such as,
 - i) FE Consent & Attendance Form Submission
 - * For the online examination consent: STUDENT'S NAME_MATRIC ID_COURSE CODE(SECTION XX)_FE CONSENT (for example, ALI_A16XXXXXX_SKMM3443(01)_FE CONSENT);
 - * For recording students' attendance during the online examination: STUDENT'S NAME_MATRIC ID_COURSE CODE(SECTION XX)_ATTENDANCE(EXAM SESSION) (for example, ALI_A16XXXXXX_SKMM3443(01)_ATTENDANCE(MORNING)).
 - ii) Interim Answers Submission: STUDENT'S NAME_MATRIC ID_COURSE CODE(SECTION)_QUESTION NUMBER_INTERIM(EXAM SESSION) (for example, ALI_A16XXXXXX_SKMM3443(01)_Q1_INTERIM(MORNING))
 - iii) Final Answers Submission: STUDENT'S NAME_MATRIC ID_COURSE CODE(SECTION)_QUESTION NUMBER_FINAL(EXAM SESSION) (for example, ALI_A16XXXXXX_SKMM3443(01)_Q1_FINAL(MORNING))

EMAIL PLATFORM

To use an email platform, lecturers must inform students of their official email address. Instruct students as follows,

1. Use individual file names for each submission (ALL WORDS MUST BE CAPITALIZED), as below,
 - i) FE Consent & Attendance Form Submission
 - * For the online examination consent: STUDENT'S NAME_MATRIC ID_COURSE CODE(SECTION XX)_FE CONSENT (for example, ALI_A16XXXXXX_SKMM3443(01)_FE CONSENT);
 - * For recording students' attendance during the online examination: STUDENT'S NAME_MATRIC ID_COURSE CODE(SECTION XX)_ATTENDANCE(EXAM SESSION) (for example, ALI_A16XXXXXX_SKMM3443(01)_ATTENDANCE(MORNING)).
 - ii) Interim Answers Submission: STUDENT'S NAME_MATRIC ID_COURSE CODE(SECTION)_QUESTION NUMBER_INTERIM(EXAM SESSION) (for example, ALI_A16XXXXXX_SKMM3443(01)_Q1_INTERIM(MORNING))
 - iii) Final Answers Submission: STUDENT'S NAME_MATRIC ID_COURSE CODE(SECTION)_QUESTION NUMBER_FINAL(EXAM SESSION) (for example, ALI_A16XXXXXX_SKMM3443(01)_Q1_FINAL(MORNING))

BEFORE THE ONLINE FINAL EXAM BEGINS



THE ASYNCHRONOUS MODE – TO DO LIST BEFORE THE EXAM CONDUCTED

LECTURER'S ROLES	COMPLETED (√)
1. Identify a platform for students to upload answers (preferably using UTM e-learning 'Assignment' tool OR email).	
2. Inform students to complete the Google Form of the Online Final Exam Consent and Attendance THREE WEEKS before the examination is conducted (as per the given link: https://docs.google.com/forms/d/e/1FAIpQLSeDJADBxKSHn502xIv1ctiiHFul3BrbNfdw-DpJn3M5DVz_Cw/viewform).	
3. Remind students to submit the response receipt of the Online Final Exam Consent and Attendance, TWO WEEKS before the examination is carried out for each course that implements Online Final Examinations.	
4. Students must be informed that they are allowed to answer one question at a time, and the examination time will be divided into two sessions (3 hours in the morning and 3 hours in the evening) depending on the credit hours of respective courses.	
5. Set a platform for students to communicate with lecturer during exam (eg. Create a Whatsapp Group for Online Exam Q&A).	
6. Set three types of submission: Online Final Exam Consent and Attendance Form Submission, Interim Answer Submission, and Final Answer Submission (Final Submission of Answers after exam time is over).	
7. Book for carrying out mock up exam especially with students who have internet connection problem.	
9. Read/share Online Exam Rules and Regulation with students.	

A SAMPLE WORKFLOW OF THE ONLINE EXAMINATION

NB:
1. Lecturers must also identify alternative methods to students that have limited internet accessibility.
2. And set a two-ways communication platform during the entire exam period for students to alert any issues related to the online exam (example via Whatsapp, Messages, Facebook, etc.).

1) THE EXAM DATES AND TIMES ARE ARRANGED BY THE ACADEMIC OFFICE

Example:
Date: 14/7/2020
Ses 1: 9:00 am – 12:00 pm
Ses 2: 2:00 – 5:00 pm
The exam paper has FOUR questions (3-credit course)

2) 3 WEEKS BEFORE THE EXAM IS SCHEDULED, STUDENTS MUST COMPLETE THE GOOGLE FORM OF THE ONLINE FINAL EXAM CONSENT

Date: 30/6/2020

3) 2 WEEKS BEFORE THE EXAM, STUDENTS MUST SUBMIT THE RESPONSE RECEIPT OF THE CONSENT FORM TO RESPECTIVE LECTURERS WHO CONDUCTS ONLINE FINAL EXAM. THE SUBMISSION WILL BE MADE USING E-LEARNING OR EMAIL PLATFORM

Date: 1/7/2020

4) 1 TO 2 WEEKS BEFORE THE EXAM, LECTURERS MUST BRIEF STUDENTS ABOUT HOW THE ONLINE EXAM USING UTM E-LEARNING 'ASSIGNMENT' TOOL WILL BE CARRIED OUT

Date: 1/7 – 7/7/2020

5) 30 TO 60 MINUTES BEFORE THE EXAM, LECTURERS MUST UPLOAD ALL THE QUESTIONS (FOR EXAMPLE FOUR QUESTIONS), WHERE EACH QUESTION MUST BE PROTECTED WITH A PASSWORD

Date: 14/7/2020
8:00 am – 8:30 am

Date: 14/7/2020
Ses 1: 8:50 am
Ses 2: 1:50 pm

6) 10 MINUTES BEFORE THE EXAM BEGINS, LECTURERS WILL REVEAL THE PASSWORD OF THE FIRST QUESTION OF THE EXAM TO STUDENTS, AND RECORD THEIR ATTENDANCE USING THE SAME GOOGLE FORM ABOVE

7) THE ONLINE EXAM OF QUESTION 1 BEGINS AND WILL END UP TO THE NEXT 55 MINUTES (FOR THE CASE OF 4 QUESTIONS)

Date: 14/7/2020
Q1 9:00 am – 9:55 am
1. Within this period, at any given time, students will be prompted to submit Interim Answers.
2. Ten minutes will be allocated for the submission process.
3. Lecturers must check that all answers submitted are available in the Interim Submission Folder

8) 10 MINUTES BEFORE THE FIRST QUESTION PERIOD ENDS, THE SECOND QUESTION'S PASSWORD WILL BE GIVEN OUT TO THE STUDENTS

Date: 14/7/2020
Q1 9:45 am

9) AT THE END OF THE ONLINE EXAM FOR QUESTION 1, 15 MINUTES DURATION WILL BE ALLOCATED FOR SUBMITTING FINAL ANSWERS

Date: 14/7/2020
Q1 9:55 am – 10:10 am
Lecturers must check that all answers submitted are available in the Final Submission Folder

10) THE ONLINE EXAM OF QUESTION 2 BEGINS AND WILL END UP TO THE NEXT 45 MINUTES (FOR THE CASE OF 4 QUESTIONS)

Date: 14/7/2020
Q2 10:10 am – 10:55 am

11) AT THE END OF THE ONLINE EXAM FOR QUESTION 2, 15 MINUTES DURATION WILL BE ALLOCATED FOR SUBMITTING FINAL ANSWERS

Date: 14/7/2020
Q2 10:55 am – 11:10 am

12) THE ONLINE FINAL EXAM COMPLETES FOR THE FIRST SESSION. SAME PROCESSES ARE REPEATED FOR SESSION 2

Date: 14/7/2020
Q2 11:10 am



THANK YOU

*AC Q&S
June 2020*