

UNIVERSITI MALAYSIA PAHANG ONLINE FINAL EXAMINATION IMPLEMENTATION GUIDELINES

1. INTRODUCTION

- 1.1 The guidelines are prepared for the online final examination implementation which will take effect from Semester II of Academic Session 2019/2020.
- 1.2 The guidelines include a few phases which are before, during, and after the final examination is conducted.

2. BACKGROUND

- 2.1 The government declared Movement Control Order (MCO) on 16 March 2020 which was later extended to a few phases of Conditional Movement Control Order (CMCO) from 4 May until 9 June 2020. During this period, the Government had prohibited all educational institutions from operating. On 7 June 2020, the Recovery Movement Control Order (RMCO) was declared to be in effect from 10 June until 31 August 2020.
- 2.2 Therefore, the 163rd Senate Meeting No. 6/2020 (Special) has agreed that the Semester II Final Examination of Academic Session 2019/2020 can be conducted via online according to courses' suitability.
- 2.3 The online final examination will be conducted according to the examination timetable set by the Centre for Academic Management as prescribed in the UMP academic calendar.

3. OBJECTIVES

The objectives of the guidelines are to:

- 3.1 ensure the final examination can be systematically and smoothly managed.
- 3.2 guide course lecturers in conducting online final examinations.
- 3.3 instil integrity in taking online final examinations among students.

4. PREFINAL EXAMINATION PHASE

4.1 Online Final Examination Platforms

- 4.1.1 Lecturers can use any forms of appropriate online platforms such as KALAM, Google Form, Google Classroom, and others approved by the Faculty.
- 4.1.2 If the final examination is conducted synchronously, the use of applications such as Zoom, Webex, Google Meet, Skype, and others are recommended to facilitate course lecturers to supervise the final examination in real-time.
- 4.1.3 Lecturers are advised to conduct trial sessions with students using the preferred platforms prior to the courses' final examination dates as to test their effectiveness and to get acquainted with the systems to be used.

4.2 Online Final Examination Questions

- 4.2.1 The Dean of Faculty/Centre is responsible to determine the courses which will have online final examination.
- 4.2.2 The final examination questions must be prepared in at least two (2) different sets and undergo vetting processes at the Faculty/Centre level in accordance with the existing procedures.
- 4.2.3 Questions can be arranged randomly and each student will receive different sets of questions.
- 4.2.4 Examples of question forms that can be constructed are as follows:
 - (a) objective
 - (b) short-answer subjective
 - (c) essay
 - (d) calculation
- 4.2.5 To avoid academic dishonesty during the administration of the final examination, lecturers are advised to create open-book questions, scenario-based questions, case studies, applied research, and others which are deemed suitable to test students' higher order thinking skills.
- 4.2.6 Each course lecturer must use the Student Integrity Declaration Form (Refer to **Appendix 1**) which stated that the answers provided by students are the results of their own efforts and are not plagiarized from friends or any other sources.

4.3 Review Process for Final Examination Questions

4.3.1 The review process for final examination question formats by the Centre for Academic Management is no longer required for the online final examination since each lecturer will be using different online platforms.

4.4 Printing of Final Examination Questions

4.4.1 The printing of the online final examination questions is not required.

4.5 Final Examination Timetable Management

4.5.1 The online final examination timetable will be coordinated by the Centre for Academic Management according to the final examination timetable prescribed in the UMP academic calendar.

4.5.2 The Faculty/Centre needs to share the details of courses involved in the online final examination and fix suitable dates, time and duration of the examination, number of students attending, and platforms to be used (KALAM, Google Forms, etc.).

4.5.3 The online final examination can be conducted in two (2) sessions (Refer to **Table 1**). The duration of the examination includes the time allotted for preparation and answer submission. Course coordinators are expected to inform the Head of Programme regarding the actual answering duration.

Table 1: Online Final Examination Session

Session	Day	Examination Duration
Session 1 (Morning)	Monday - Sunday	8.00a.m. to 1.00p.m.
Session 2 (Afternoon)	Monday – Tuesday	1.00p.m. to 6.00p.m.
	Friday	2.30p.m. to 7.30p.m.
	Saturday - Sunday	1.00p.m. to 6.00p.m.

4.6 Management of Final Examination Invigilation Schedule

4.6.1 There will be no appointment of Examination Invigilators for the online final examination. However, the course lecturers are responsible in supervising the final examination of their respective courses.

4.6.2 Each course lecturer must be well-prepared throughout the scheduled examination period. All enquiries related to the final examination questions will be directed to the course lecturer himself/herself.

4.7 Examination Duration

4.7.1 An appropriate time allotment must be given to students to answer questions, download, scan and upload documents, and others. The recommended time allotment is as follows:

(a) The duration for filling in particulars and any related declaration: 30 minutes

(b) The duration for answering questions: depending on the question forms of the concerned courses.

(c) The duration for submitting answers: 30 minutes

4.7.2 **Table 2** below indicates the recommended examination time allotment for each course:

Table 2: Recommended Time Allotment

Total of Course Credit	Face-to-face Examination Duration	Online Examination Duration (including the time allotted to fill in particulars and submitting answers)
2	2 hours	4 hours
3	3 hours	5 hours
4	3 hours	5 hours

4.8 Students who are Prohibited from Taking the Final Examination

4.8.1 Students who do not register for the course and have overdue debts are not allowed to sit for the online final examination.

4.8.2 Students need to settle any overdue debts in order to be allowed to sit for the final examination.

4.8.3 The Bursary will update and provide the details of students with overdue debts to all Faculties/Centres from time to time before and during the final examination weeks.

4.9 Students who have Overlapping Final Examination Slots

- 4.9.1 Should there be any student who has overlapping final examination slots, the Centre for Academic Management will inform the Faculty/Centre to schedule new examination dates for the said student.
- 4.9.2 The student will then have to sit for the newly scheduled examination slots set by the Faculty/Centre using different sets of questions.

5. DURING FINAL EXAMINATION PHASE

5.1 Roles of Course Lecturer

- 5.1.1 Get ready online at least 30 minutes before the final examination slot begins if using any online platform.
- 5.1.2 Monitor the running of the online final examination slot and always be readily available to be contacted by students while the online final examination is taking place.
- 5.1.3 Ensure the Student Integrity Declaration Form is filled in before any final examination slot commences. The form will be considered as a proof of student attendance in the online final examination.
- 5.1.4 Should there be any case of absenteeism, lecturers can contact the absent student to identify the probable cause of his/her absenteeism.
- 5.1.5 Ensure that all students have uploaded their answers within the allotted time. Lecturers need to contact the students concerned if answers are not received within the fixed duration.

5.2 Expected Possibilities

- 5.2.1 Should there be problems with internet connection, access, and power interruption:
 - (a) The student must immediately inform the lecturer.
 - (b) If the connection/access problem can be solved in under 30 minutes or less, the student is allowed to continue answering the final examination with additional time given equivalent to the period of interference.

- (c) If the problem persists for more than thirty (30) minutes after the commencement of the final examination, the student needs to inform the course lecturer and submit a special examination application to the Dean of the Faculty/Centre.

5.2.2 A student who is late for not more than thirty (30) minutes is still allowed to sit for the examination but there shall be no extra time given to compensate for his/her late arrival. However, if the student is late for more than thirty (30) minutes, it depends on the lecturer's consideration whether to allow him/her in the final examination or not.

5.3 Method of Answers Submission

5.3.1 Students need to utilize the online platforms designated for the final examination to upload their answers. Besides that, submissions can also be made through other methods such as email, Google Forms, and others approved by the Faculty/Centre.

5.3.2 The duration and method of answers submission are as specified by the Faculty/Centre.

5.3.3 The course lecturer must keep all related documents every time an online final examination slot ends.

5.4 Filling in the Online Final Examination Administration Form

5.4.1 Once an online final examination slot has ended, the course lecturer must fill in the Online Final Examination Administration Form (Refer to **Appendix 2**)

5.4.2 The lecturer is required to provide a report on the final examination administration for the course involved and provide suggestions for improvement (if applicable).

5.5 Special Examination (Except for Categories B & C)

5.5.1 Bound by the UMP Academic Regulations and Guidelines, special examination arrangements (except for categories B & C) can be administered for the following cases;

- (a) Students who are not eligible to sit for the final examination due to illness as verified by any University Health Centre medical officer or government doctor, or
- (b) Bereaved students due to the demise of immediate family members (parents/guardians/spouses/children), or

(c) Students who provide intensive care to their critically ill parents/guardians/spouses/children, or

(d) Other reasons acceptable to the University.

5.5.2 A student who fails to sit for the scheduled final examination is advised to submit an official request for Special Examination to the Dean of the Faculty/Centre via mail/email within three (3) days from the day of absence. Relevant supporting documents e.g. medical certificate must be provided. If there is no notification received within the stipulated period regarding any of the cases above, the student is considered to have **FAILED** the examination.

5.5.3 Special Examination dates will be set by the Faculty/Centre involved.

5.5.4 Special Examination arrangements for item 5.3.1 must be administered within the final examination weeks except for cases permitted by the Deputy Vice Chancellor (Academic & International).

5.6 Academic Dishonesty

5.6.1 Academic Dishonesty during the online final examination can be avoided if the final examination questions are prepared in the form of Open-Book Examination by forming questions that are able to elicit higher order thinking skills to solve complex problems.

5.6.2 Allotting appropriate examination duration is also plausible in preventing academic dishonesty during the online final examination.

5.6.3 Other than that, synchronous final examinations can also prevent the occurrence of academic dishonesty.

5.6.4 Unethical practices demonstrated by students such as copying, cheating, or behaving in a manner that could be construed as copying, cheating, and the likes during the final online examination are **NOT ALLOWED**.

5.6.5 If the course lecturer finds any students attempting to copy, cheat, or behave in a way that can be interpreted as copying or cheating and the likes during the online final examination, the course lecturer can make a report to the Examination Secretariat along with evidence and related supporting documents.

- 5.6.6 The course lecturer is also required to prepare the Student Integrity Declaration Form to be filled in by students before the final examination slot begins.
- 5.6.7 Lecturers are encouraged to use the Turnitin software for subjective questions to prevent plagiarism during the online final examination. This software generates a similarity score indicating the similarity between the student's submitted work and works found in the Turnitin database. However, students should be informed about the acceptable similarity score warranted by their lecturers.

6. POSTFINAL EXAMINATION PHASE

6.1 The Online Final Examination Scoring System

- 6.1.1 The online final examination scoring system is based on the established grading system as stated in the UMP Academic Regulations and Guidelines Handbook.

6.2 Marks Entry

- 6.2.1 Similar to the work process of any face-to-face final examination, the online final examination marks are still keyed into the IMS Academic system.
- 6.2.2 The duration for marks entry is based on the duration set by the Centre for Academic Management.
- 6.2.3 Marks should only be keyed in for students who are registered and have no overdue debts. The course lecturer can check the list of indebted students in the IMS Academic system.

6.3 Verification of Results

- 6.3.1 The results verification process of the online final examination is similar to the process of verifying the face-to-face final examination results, where the final examination results must be approved at the Faculty Council level before being presented in the University Examination Council Meeting for approval.

6.4 Announcement of Results

- 6.4.1 The final examination results will be announced via e-community the latest by one (1) working day after the University Examination Council meeting.



BORANG AKUJANJI INTEGRITI PELAJAR STUDENT INTEGRITY DECLARATION FORM

Borang ini merupakan dokumen akujanji integriti antara pelajar dan pensyarah kursus.
This Integrity Declaration Form is made between the student and the lecturer of the course.

Saya sesungguhnya berjanji bahawa saya akan mematuhi Peraturan dan Panduan Peperiksaan Universiti Malaysia Pahang, sebagaimana yang dikehendaki oleh BAHAGIAN IX, saya faham bahawasanya:

I solemnly declare that I shall abide by the Examination Regulations and Guidelines of UMP, as stated in SECTION IX. I understand that:

Sila tandakan pada setiap kotak di bawah setelah anda memahami setiap pernyataan tersebut.

Please check (✓) each box below once you have understood the statement.

1.	<p>Soalan peperiksaan akhir ini adalah sulit dan merupakan hak milik mutlak Universiti Malaysia Pahang. Saya sama sekali tidak boleh berkongsi soalan-soalan ini dengan sesiapa pun, atau memuat naik soalan-soalan ini di dalam mana-mana pelantar media sosial.</p> <p><i>The final examination questions are confidential and solely belong to Universiti Malaysia Pahang. I shall not share the questions or any part of it with anyone under any circumstances, nor upload the questions to any social media platform.</i></p>	
2.	<p>Peperiksaan akhir ini adalah berbentuk Peperiksaan Buka Buku, yang bermaksud saya boleh menggunakan apa sahaja nota yang telah diberikan oleh pensyarah di dalam kelas termasuk buku-buku rujukan.</p> <p><i>This final examination is an Open-book Examination, which means that I can utilize lesson materials provided by the lecturer in the class, including the reference books.</i></p>	
3.	<p>Peperiksaan akhir ini hendaklah diduduki oleh saya berseorangan sahaja. Saya tidak dibenarkan untuk memohon pertolongan daripada individu lain seperti rakan-rakan, ahli keluarga dan sebagainya.</p> <p><i>This examination shall be taken by me individually. I am prohibited to ask for help from anyone such as friends or family members.</i></p>	

4.	Saya dilarang menggunakan apa sahaja bentuk carian internet (Google, Bing, Yahoo, dan lain-lain) untuk mencari jawapan kepada soalan-soalan yang diberikan. <i>I am prohibited from using any internet search engine (Google, Bing, Yahoo, etc.) to help me in finding answers to the questions given.</i>	
5.	Segala jawapan yang diberikan semasa menduduki peperiksaan akhir adalah hasil usaha saya sendiri tanpa mendapatkan atau menerima pertolongan daripada mana-mana pihak atau sumber lain yang tidak dibenarkan. <i>All answers given during the examination are the results of my own efforts without seeking or receiving assistance from any unauthorized party or source.</i>	
6.	Saya faham sebarang komunikasi, perbincangan atau berhubung dengan mana-mana pelajar lain semasa peperiksaan adalah dilarang. <i>I understand that any communication, discussion, or contact with any other student during the examination is prohibited.</i>	
7.	Saya faham menipu atau cuba untuk menipu atau berkelakuan mengikut cara yang boleh ditafsirkan sebagai menipu dalam peperiksaan adalah melanggar peraturan peperiksaan. <i>I understand that cheating or trying to cheat or behave in any way that could be interpreted as cheating in the exam is against the examination rules.</i>	

Saya sesungguhnya faham bahawa jika saya disabitkan kesalahan kerana telah melanggar Akujanji ini, saya boleh dikenakan tindakan tatatertib mengikut Akta Universiti dan Kolej Universiti, 1971, Kaedah-kaedah Universiti Malaysia Pahang (Tatatertib Pelajar), (Pindaan 2009).

I fully understand that if I am charged with breaching this Declaration of Integrity, disciplinary action under the Universities and University Colleges Act 1971, Universiti Malaysia Pahang (Student Discipline) Rules, (Amendmend 2009) will be taken against me.

Nama Pelajar <i>Student's Name</i>	:	
No. Matrik <i>Matric No.</i>	:	
Kod Kursus & Nama Kursus <i>Course Code & Course Name</i>	:	
Seksyen <i>Section</i>	:	
Tarikh <i>Date</i>	:	
Tandatangan Pelajar <i>Student's Signature</i>	:	



**PUSAT PENGURUSAN AKADEMIK
CENTRE FOR ACADEMIC MANAGEMENT**

**BORANG PERJALANAN PEPERIKSAAN AKHIR SECARA DALAM TALIAN
ONLINE FINAL EXAMINATION FORM**

**ARAHAN:
INSTRUCTIONS**

1. Borang ini hendaklah diisi dan dilengkapkan oleh pensyarah kursus.
This form must be filled in and completed by the course lecturer.
2. Pensyarah kursus bertanggungjawab memastikan bilangan skrip jawapan sama dengan jumlah kehadiran pelajar.
The course lecturer is responsible to ensure that the total number of answer scripts corresponds to the total number of students attending.
3. Pensyarah kursus hendaklah mengesahkan jumlah skrip jawapan yang diterima selepas tamat waktu menjawab.
The course lecturer must verify the total number of answer scripts received after the examination has ended.
4. Borang ini hendaklah diserahkan kepada Urusetia Peperiksaan dalam tempoh minggu peperiksaan akhir.
This form must be submitted to the Examination Secretariat within the final examination weeks.

Semester: Sesi Akademik / *Academic Session:*

Tarikh Peperiksaan / *Date of Examination:*

Masa Peperiksaan / *Examination Time:*

Nama Pensyarah Kursus / *Course Lecturer's Name:*

Kod & Nama Kursus / *Course Code & Name:*

Jumlah Pelajar Hadir Peperiksaan / *No. of Students Attending the Examination:*

Jumlah Skrip Jawapan / *Total No. of Answer Scripts:*

Jumlah Pelajar Keseluruhan / *Total No. of Students:*

Pembetulan (Sekiranya ada) / *Correction (If any):*

Lampiran Tambahan Struktur Soalan Simbol/Ejaan Pembahagian Markah
Additional Attachment Question Structure Symbol/Spelling Marks Distribution

Catatan / *Remarks :*

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SENARAI NAMA PELAJAR YANG TIDAK HADIR SAHAJA
LIST OF ABSENT STUDENTS ONLY

No.	No. Matrik Matric Number	Nama Pelajar Student's Name	Catatan Remark

Saya dengan ini telah menyemak dan mengesahkan semua maklumat di atas adalah benar.
I hereby confirm and verify that the information provided herein is true and accurate.

.....
Tandatangan & Cop Rasmi
Signature & Official Stamp

Tarikh :
Date