



## GUIDELINES FOR ONLINE EXAMINATIONS

### Getting ready for the online examinations:

- Please ensure you have checked your online examinations timetable and do not miss your examinations. If you have any questions, please send an e-mail to [exams@nottingham.edu.my](mailto:exams@nottingham.edu.my).
- Please ensure you have all the necessary hardware and software ready before the start of your online examinations.
- You will need to have a laptop or PC or other similar devices with camera and speakers to enable you to join the online examinations.
- You will need to ensure you have access to Microsoft Teams and Moodle before the online examinations.
- Please ensure you have stable network at home or the location where you intend to take the exam during the online examinations.

### During the online assessments:

- Please ensure you follow the instructions given by your module convenors and/or Schools/Departments before or during the assessment.
- Details regarding the types of online examinations this semester are as follows:

#### **Online exam in Moodle**

These assessments will be given a duration of hours (24/48/72 hours) or 5 days to complete. The submission date/time will follow the scheduled examination's date and time. Schools/Departments will upload the question(s) onto Moodle and students will be informed, by their respective convenors, if there are other details relating to that assessment. Students should submit their work or answers via Moodle.

#### **Shorter timed assessments in Moodle**

These assessments will be given a duration of 1/2/3 hours of assessment in Moodle. For modules assessed using shorter timed exams in Moodle, your respective schools/departments will provide you with other details relating to these assessments.

#### **ROGO**

These assessments will follow the standard examination length. For ROGO exams, the exam portal will be opened for 4 hours in the system according to the UK time from 9:00AM UK to 1:00PM UK (MYT 4:00PM-8:00PM). You can choose to sit /start for the exam at any time within the 4 hour window. However, you must complete within the exams duration set for the assessment. For example, if your exam duration is 2hours, you can start the exam anytime during the 4 hour window but must complete it within 2 hours once you have started. It is advisable that you check your exam duration as stated on your exam timetable and work out



when you must start the exam by in order to achieve this. You are advised to read carefully the ROGO Student Guidance as provided by Exams Office.

- **An additional 30 minutes will be permitted for shorter timed assessments in Moodle/ROGO to cover IT issues and upload time.** If you are unable to upload your exam within this period, it will likely result in a mark of zero in the exam. Late penalties will not be applied and late submissions will not be accepted (beyond the 30 mins buffer time), unless there is a valid EC.
- Module convenors will provide details of what students should expect from take-home exams such as the structure of the paper, the material it covers, and how to revise effectively. Once the paper has been released, module convenors are not permitted to answer any questions from students about the paper, nor look at any students' planned answers. If students have any questions, they can only e-mail the module convenor **after** the examination. Students should assume that the uploaded question paper is correct when they are doing the examinations.
- If you experience any technical problems during the exam, please communicate with your module convenor together with a screenshot of the issue.
- Students should be aware of the [Extenuating Circumstances Procedures](#).
- Students should be aware of the [Academic Misconduct Policy](#) and ensure that they do not commit any offences during the online examinations. The university takes matters of academic integrity seriously and anyone found guilty of breaching our regulations may lead to penalties being imposed.

Thank you.

7 May 2021