

# City University of Hong Kong

## Student Guidelines for Taking Final Exams Online

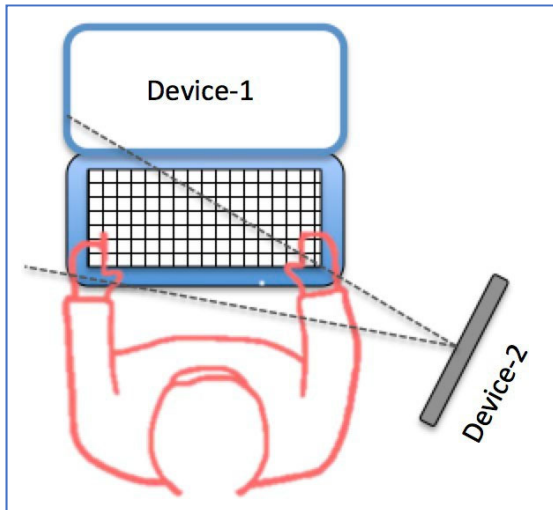
### Background

To facilitate a smooth operation of the online examinations for students, the Office of the Provost has prepared these *Student Guidelines for Taking Final Examinations Online*. The guidelines were evolved from similar ones distributed in Semester A 2020-21, taking into account institutional learning and risks posed by academic honesty violations. Students with special education needs, please contact your home academic unit as soon as possible for special arrangements.

### Examination Process

#### *Before the examination*

- Students who would like to apply for taking final examinations online are required to follow the schedule and procedure announced by the Academic Regulations and Records Office (ARRO). You should also inform your teachers if you will take the examination from a time zone that is significantly different from Hong Kong time.
- Canvas will be the main platform for teachers to deliver the examination paper and students to submit the answer script. Your teachers will inform you if they need to make use of a different platform. Check the examination date and time (timetable to be scheduled by ARRO).
- Carefully read your teachers' instructions on examination format, type of special materials/aids (e.g. approved calculators) permitted, answer script requirements and other details.
- Familiarize yourself with the detailed steps in relation to retrieving the examination question(s) and submitting the answer document. Participate in any practice sessions arranged by your teachers. Examination papers will be available at the scheduled start time of the examination. Be ready and at your computer at least 15 minutes before the examination begins.
- Take responsibility for your examination environment (including network connection and location). Ensure that your workplace is well set with your computer fully charged or connected properly to the power source, and that all the necessary stationery, approved materials/aids, and your student ID card are available.
- CityU adopts a 2-device approach to examination monitoring. You will be required to arrange a location, i.e. at your home, with sufficient privacy and which is quiet, and have a computer with camera and Zoom installed, plus a secondary device also with camera (on a stand). They shall be arranged as shown in Figure 1 to capture a "face-to-face" angle and an approximate 105-degree view of hands and keyboard (without broadcasting their screen contents). Device 2 will video record students (capturing students' hands) while they are taking the examination or will be connected to Zoom for examination monitoring as determined by your course teacher. In case of the former, you should keep the video as additional evidence of your attempt to complete the assessment. Both devices will need to be turned on throughout the entire examination. During the examination, you may be asked to pick up the second device and "sweep" your location for a complete view of the surroundings. If deemed necessary, your course teachers may also request that you use Lockdown Browser.



*Figure 1: Device arrangement for examination monitoring*

*When the examination starts*

- Write your name and student ID number on the first page of the answer script;
- Reaffirm the academic honesty pledge as specified by your teacher; and
- Contact your teacher *immediately* if you cannot access the examination, using email or by calling your departmental hotline.

*During the examination*

- Remember the importance of academic honesty, and the honesty pledge you made when joining CityU. Failure to adhere to the honesty pledge may have serious consequences.
- Manage your time carefully. You are responsible for your time management.
- Send private chat messages to your teacher if you have any questions.

*Towards the end of the examination*

- Finish writing in a timely manner so that you have enough time to upload your examination answer.
- Convert your answer into the format specified by your teachers.
- Create a personal record of your work, such as a photo, personal document copy, or other recording before submission. Hence, if the submission process goes wrong, you will have independent evidence of your work completion.
- Submit your examination using the submission mechanism prescribed by your teacher (e.g., as a Canvas assignment).
- Check if your answer script has been submitted successfully.
- If your examination submission fails for some reason, use an alternative mechanism to upload your examination (e.g., email), and document why you could not use the regular submission mechanism.

*Violation of the Rules on Academic Honesty*

- Familiarise yourself with the University's Rules on Academic Honesty.
- Remember that academic dishonesty is regarded as a serious academic offence. Any related offence may lead to disciplinary action with a penalty including without limitation, expulsion from the University, debarment from re-admission, deprivation of an academic award already conferred or revocation of a certification granted.