

City University of Hong Kong

Student Guidelines for Taking Final Exams Online

Background

The continued COVID-19 pandemic presents an ongoing risk for the conduct of large-scale face-to-face examination sessions on-campus. As a mitigation measure, CityU will conduct final examinations for Semester A 2020/21 online. To facilitate a smooth operation of the online examinations, 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 B 2019-20, 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

- 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).
- Inform your teachers at least one week in advance if you will take the examination from a time zone that is significantly different from Hong Kong time.
- 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 monitor. 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. 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 you cannot find appropriate places for final examinations and if you are unable to arrange the required device set-up at your own location, you should write to the following unit requesting for taking the online examinations on campus:
 - Bachelor's and associate degree students: as@cityu.edu.hk
 - Taught postgraduate students: tpenquir@cityu.edu.hk
 - Research degree and professional doctorate students: sg@cityu.edu.hk

Such requests should be submitted by **10 November 2020** with justifications, and late submission will not be entertained. For approved cases, the University will inform the students concerned of the examination venues and related details on 30 November 2020.

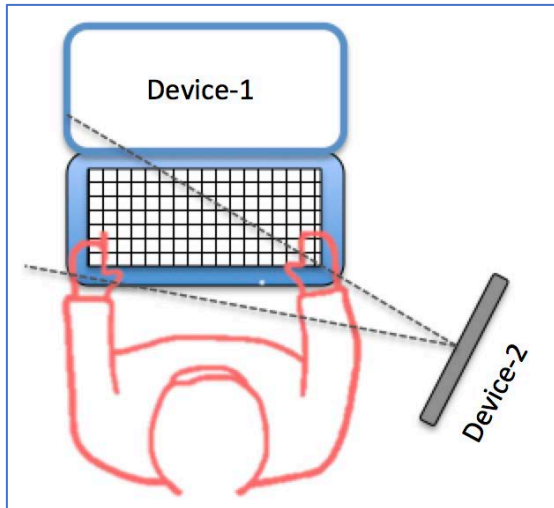


Figure 1: Device arrangement for examination monitoring

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.
- Video record yourself (capturing your face and hands) while taking the examination. You can keep the video as additional evidence of your earnest attempt to complete the assessment, should technical issues prevent you from successfully submitting your answers.

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.

Alex JEN

Provost

29 September 2020