
FW: IMPORTANT: Online Examination Procedures for ECE Exams (AY20/21, Sem 2)

From: Elyn Yip
Sent: Wednesday, 21 April 2021 6:06 PM
Cc: Tham Chen Khong <etetchk@nus.edu.sg>
Subject: IMPORTANT: Online Examination Procedures for ECE Exams (AY20/21, Sem 2)

Dear ECE students,

1. Further to the below email from RO, **please ensure that you have carefully read the Guide to Take Home Exams CIT wiki** <https://wiki.nus.edu.sg/display/THES> (note that there are several pages in this wiki) which contains essential information about online examinations and invigilation (proctoring). If you are facing technical difficulties, the CIT Help Desk is at <http://cit.nus.edu.sg/onlineexamsupport>

Ensure that you have the necessary equipment, e.g. laptop with camera (or PC with webcam) connected to power supply, and stable Internet connectivity, e.g. Wi-Fi, in order to take online examinations. A second device, e.g. mobile phone with camera (on a suitable stand, as well as power supply), is also required (see below).

2. The actual online examinations will follow the date and time of examinations this semester published by NUS Registrar's Office. Take note of this so that you do not miss your online examinations.

The majority of online examinations offered by ECE Department are of the type LumiNUS Files where you download the exam paper in PDF format, write your answers on A4 paper, photograph your answers (using e.g. Microsoft Lens), produce a PDF file and upload it to the stated LumiNUS exam submission folder.

For the EE-coded modules, the PDF file that you produce must have a cover page and signed declaration form (please use attached ECE Cover Page/Declaration Form). Please read these carefully and note the heavy emphasis NUS places on academic honesty. **Disciplinary action (typically, F grade for the entire module) will be taken against students who cheat.** Keep this file carefully as you will need it for the online examinations. Where possible, print out several copies of this (ensure that you enter the correct date corresponding to the exams) for ease of use during the online examinations.

3. Online Invigilation (also referred to as Proctoring)

All ECE online examinations are proctored using Zoom. Please read carefully the instructions at <https://wiki.nus.edu.sg/display/THES/Proctoring+with+Zoom>

During the online exam, in the Join Meeting box where you enter the meeting ID that will be provided to you by your module lecturer or invigilator, enter your "Student ID, name", e.g. "A1234567R, John Wong".

Make sure your webcam or mobile phone front camera is working. You are required to show your face (without mask), and in some cases, your hands as well (see below), throughout the entire online examination.

Zoom on your second device (mobile phone) will be used for proctoring. E.g. position a second device (e.g. mobile phone) at the side in order to have a clear view of your face, hands, the exam device (laptop or PC), and surrounding workspace (see attached image). Hence, please ensure that you have Zoom installed on your mobile phone prior to the exam/dry run. In addition, please install Microsoft Teams on your exam device as Microsoft Teams Chat will be used as the mode of communication with the invigilator if the module requires you to use Zoom on a second device.

Ensure that you have your student card with you. You will be asked to show it at the start of the exam, and at random times during the exam, to verify your identity.

Do not turn on the virtual background feature of Zoom. Turn on your audio so that you can hear announcements from the invigilator. Make sure your Zoom chat window is visible - this is how examiners and invigilators will communicate with you, and you with them (unless alternative instructions are given, e.g. Microsoft Teams Chat).

In order to facilitate emergency communication with you during the online examinations, please make sure that your mobile phone number in EduRec is correct and up-to-date.

4. Practice/Dry Runs

Some ECE modules (typically, first and second year modules) may hold practice or dry runs of the online examinations for each module so that all parties are familiarised with various examination and invigilation procedures mentioned above. You will verify that your equipment are working, and practise doing all the examination steps such as downloading exam paper, generating PDF file and uploading answers, asking questions to the examiners etc., during the dry run.

Your module lecturers will inform you on the date/time for the dry run if there is one. Watch out for announcements from your module lecturer or coordinator.

If you are instructed to attend a dry run, your attendance of the dry run is compulsory. Note that if you do not attend the dry run, there is a high chance that you will encounter difficulties during the online examination, which may adversely affect your grade.

5. Technical Issues

You are responsible to ensure that you have the necessary equipment, stable Internet connectivity and software, and that they are configured properly, in order for you to take online examinations. Make sure you get ready before the dry runs or actual online examinations.

See <http://cit.nus.edu.sg/onlineexamsupport> for information, or contact 'Online Exam Support' using Microsoft Teams Chat if you encounter serious problems.

You are advised to have redundancy, e.g. backup mobile phone, mobile data hotspot to your laptop, etc. where possible. Install LumiNUS, Zoom, NUS e-mail access and Microsoft Teams on both your laptop/PC and mobile phone. If your Zoom session disconnects, communicate with the examiner or invigilator by e-mail or Microsoft Teams (if this is in use for the exam) - note that you must be seen by the invigilator throughout the entire examination.

If there is any equipment or connectivity failure, collect evidence of the fault, e.g. photograph, screen capture or take a video of the problem. You cannot be helped later if you cannot provide evidence.

6. Face-to-Face (f2f) (in person) Examinations (for some modules with small enrolment)

Some modules with small enrolments may be having f2f exams. If so, you would have been informed by the module lecturer(s). There would also be a venue stated on the exam timetable.

We understand that you may have some concerns in attending f2f exams. According to OSHE, the confirmed cases in NUS are so far largely independent and isolated, and there are adequate safety management SOP in place to respond, contain

and manage cases when they happen. We have been informed that the University will be going ahead with all in-person exams as scheduled under the current circumstances. Our department is following the university-wide safety guidelines in conducting the physical exams, e.g. examination attendance system (EAS) for contact tracing, wearing of masks/face shields for invigilators, safe distancing in exam seating, using the uNivUS app (declare temperature & show your green pass), safe management measures to avoid crowding, etc.

We seek your cooperation to **strictly adhere to the guidelines for f2f exams** (please refer to point 2 in the below email sent by RO). Note that if you do not comply with these requirements, you will be barred from taking the f2f exam.

On behalf of everyone at ECE Department, let me wish you the very best for your examinations and may you stay safe and healthy during this period.

Best regards,

Assoc Prof Tham Chen Khong

Deputy Head (Undergraduate Programmes & Student Life)

Department of ECE

NUS

From: Registrar's Communications

Sent: Friday, 16 April 2021 10:00 AM

To: NUS Students <NUSStudents@nus.edu.sg>

Subject: [NUS RESTRICTED] NUS EXAMINATIONS (SEMESTER 2, ACADEMIC YEAR 2020/2021)

Date : 16 April 2021

To : All Students

NUS EXAMINATIONS (SEMESTER 2, ACADEMIC YEAR 2020/2021)

1. Examination Schedules

Semester 2 Examinations will be held from 24 April to 8 May 2021. By this time, your lecturers would have informed you how your examinations would be conducted and whether you are required to sit the examinations on campus or at home.

Please be aware of and abide by the NUS Code of Student Conduct on [Academic, Professional and Personal Integrity](#) for the exams, and be reminded that you also need to know how your examinations would be proctored and what necessary preparation you are required to do for your computers before the examinations. If you are in doubt, please confirm with your module lecturers

(a) Checking the Date, Time and Mode of Examinations

Please navigate to:

- [Education Records System \(EduRec\)](#)
- My Homepage > Academics > Examinations
- Click 'View Exam Schedule' and select '[2020/2021 Semester 2](#)'
- The User Guide is available at the [Student Portal](#)

(a) Preparing for Online Supervised Examinations

In helping you prepare for online supervised examinations, NUS has created a take-home exam wiki guide, [infographic](#) and a [video guide](#) so that you can familiarize yourself with the following:

- Please ensure you are using the correct software versions for all your online supervised exams as using the wrong software versions may result in technical issues during the exams. To check the correct software versions required, please refer to: <https://wiki.nus.edu.sg/display/THES>
- The various platforms used for online supervised exams is listed on this wiki guide: <https://wiki.nus.edu.sg/display/THES/Tool+Options>. All online supervised exams will be proctored using Zoom. For more information on remote proctoring, please refer to: <https://wiki.nus.edu.sg/display/THES/Remote+Proctoring>

Note:

Zoom on your second device (mobile phone) will be used for proctoring. Make sure you have installed Zoom on your second device and you have a way to mount it at a side to provide a **clear view of your face, hands, the exam device and surrounding workspace**.

- Before your examinations, please access the [NUS Zoom Test Site](#) to join and test your device. More details can be found at: <https://wiki.nus.edu.sg/display/THES/Proctoring+with+Zoom>

(b) Support for Students during Online Supervised Examinations

Microsoft Teams on your second device (mobile phone) will be used for support. Make sure you have installed Microsoft Teams on your second device with Zoom. For dedicated support during the online supervised examination period, please refer to: <https://wiki.nus.edu.sg/display/THES/Support+for+Exams>

(c) For student taking their exams with Exemplify (ExamSoft).

- a. **IMPORTANT:** Please ensure you are using **version 2.6.4** of Exemplify for both Windows and Mac. To upgrade to this correct and supported version, please access <https://wiki.nus.edu.sg/display/DA/student>
- b. Download your exam file as early as possible. The password to open the exam file will be provided on the day of the exam by your examiner.

Your instructors may have detailed instructions for you and which you should be familiarized with before your online supervised exams. Please check with the respective instructors and check your emails on a regular basis.

2. For Examinations Held on Campus (Important!)**(a) Exam Venue**

Besides Faculty venues, some exams will be held in University Sports Centre, University Town and the Multi-Purpose Sports Halls. Please refer to the [Central Exam Venues](#) for more details.

For Faculty and other venues, please familiarize yourself with the locations before the exams.

Students are advised to arrive at the examination venue at least half an hour before the start of the examination, so as to avoid any delays.

(b) Showing NUSafe Green Pass Before Entering the Examination Hall

Students are required to submit their health declaration via the 'uNivUS' app before coming to campus.

At the hall entrance, they are required to connect to the NUS Wi-Fi and show the NUSafe Green Pass via the 'uNivUS' app, or they are **NOT** allowed to enter the examination hall.

The 'uNivUS' mobile app could be installed through the App Store for iOS, or Google Play for Android.

Navigation to obtain NUSafe Green Pass:

- ⇒ Connect to NUS Wi-Fi
- ⇒ Log in to the 'uNivUS' app

⇒ Click on 'NUSafe'

⇒ Click on 'Pass'

(c) Attendance Taking

For all examinations held on campus, students would be asked to record their attendance via the Exam Attendance System. Please bring along your handphone to scan the QR code when entering the examination hall. If you do not have a handphone with you, please inform the invigilators.

(d) Wearing Masks

All students and staff have to wear the masks at all times.

(e) Maintaining Safe-distancing Measures

Students are reminded to uphold the safe-distancing measures. They have to follow the invigilators' instructions when entering and leaving the examination halls.

3. Important Dates for Examination and Post-Examination Matters

Activity	Timeline/Deadline
Examination Period	Sat, 24 Apr - Sat, 8 May 2021
Online Submission of Request for Special Consideration	Fri, 16 Apr - Tue, 11 May 2021 (by 6 pm)
Release of Results	Tue, 1 Jun 2021
S/U Option Declaration Exercise (UG only)	Tue, 1 Jun - Thu, 3 Jun 2021 (by 6 pm)
Application for Results Review Deadline	Tue, 1 Jun - Thu, 3 Jun 2021 (by 6 pm)
Printing of Official and Unofficial Transcripts which include the latest semester's results	Sat, 12 Jun 2021 onwards

4. Online Submission of Special Consideration

Students can apply for Special Consideration via EduRec from 16 April to 11 May 2021 (by 6 pm).

- Login to EduRec and navigate to *My Homepage > Academics > Examinations > Access Special Consideration > Make Submission for Current Semester*.
- Follow the onscreen instructions to submit your application.

- For more information, please refer to the relevant links at the Examination Directory in the Student Portal.

5. **Release of Results**

(a) **uNivUS**

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The 'uNivUS' mobile app can be installed through the App Store for iOS, or Google Play for Android.

(b) **myEduRec Login**

Navigation: Login to myEduRec > Academics > Examinations > View Exam Results

6. **Instructions to Students and Assessment Rules**

Please familiarize yourself with the following important instructions pertaining to **Academic Honesty, Assessment Rules, Assessment Type, Use of Electronic Calculators, Request for Special Consideration**, etc.

(a) [Instructions to Students and Assessment Rules \(Exam Held on Campus\)](#)

(b) [Instructions to Students and Assessment Rules \(Take-home Exam\)](#)

7. For enquiries, please send an email to examinations@nus.edu.sg.

Thank you.

Registry Circular Manager
for REGISTRAR
