



GUIDELINES FOR ADMINISTRATION OF ONLINE FINAL EXAMINATION FOR COB'S POSTGRADUATE  
PROGRAMME SUBSEQUENT TO COVID-19 PANDEMIC  
SECOND TRIMESTER 2020/2021 (202)

**A. ADMINISTRATION OF ONLINE FINAL EXAMINATION**

All final examination will commence from **16 April 2021 – 25 April 2021** through UUM Online Learning (refer **NEW FINAL EXAM SCHEDULE** attached). Students are bound by the UUM's rules and procedures on academic fraud.

**INSTRUCTOR ROLES:**

- Step 1: Initiate WEBEX classroom as if you are attending the class.
- Step 2: Initiate UUM Attendance QR Code to capture students' online attendance.
- Step 3: **Steps to Upload Final Exam Questions:**  
Sign in to UUM Portal. Go to "UUM Online Learning". Choose current subject taught in Trimester 202. At the last empty row of the subject page, rename the date to "FINAL EXAMINATION SECOND TRIMESTER 2020/2021 SESSION". Then, click "Add an activity or resource", choose "File". Next, click "Add". Name the activity or resource as "Final Exam Questions". Next, complete the description/instruction and tick "Display description on course page". Subsequently, **UPLOAD** the "Final exam question". Next, click "Restrict access", followed by click "Add restriction", then select "Date" and update the details based on the scheduled final exam date and time like **16 April 2021 08.45am** (access starts). Next, click "Add restriction", then select "Date" and update the details based on the scheduled final exam date and time like **12.15pm** (access ends). After that, click "Save and return to course".  
**NOTE:** 8.45am to 12.15pm (morning session), or 2.45pm to 6.15 (afternoon session).
- Step 4: **Steps to Upload Final Exam Answer Booklet:**  
Click "Add an activity or resource", choose "Assignment". Then, click "Add". Name the activity or resource as "Final Exam Answer Booklet". Next, complete the description/instruction and tick "Display description on course page". Subsequently, **upload the "Final exam answer booklet"**. Next, click "Restrict access", followed by click "Add restriction", then select "Date" and update the details based on the scheduled final exam date and time e.g. **8.45am to 12.15pm** (morning session), or **2.45pm to 6.15pm** (afternoon session). After that, click "Save and return to course".  
**NOTE:** Step 2 and Step 3 need to be ready **45 MINUTES BEFORE** final exam starts.
- Step 5: **15 minutes before final exam starts**, announce to students to answer ALL questions in the answer booklet provided **within three (3) hours** (Other platform is not permissible).
- Step 6: Inform students to immediately **UPLOAD** the filled answer booklet in the folder "Final exam answer booklet" via UUM Online Learning.  
(Similar process to submit assignment through UUM Online Learning).
- Step 7: Inform students that overdue submissions via UUM Online Learning or other platform is not permissible.

**NOTE:** A video tutorial on **HOW TO UPLOAD ONLINE FINAL EXAM QUESTION** developed by Dr. Francis can be accessed at: <https://youtu.be/kgSG2NaYlas>

**STUDENT ROLES:**

- Step 1: SCAN UUM Attendance QR Code initiated by lecturer to capture your online attendance.
- Step 2: Sign in to WEBEX classroom and **KEY IN** the meeting number assigned by your lecturer e.g. 574 270 543 to "Join a meeting". Lecturers use this platform to invigilate the final exam session.
- Step 3: Sign in to UUM Portal. Go to "UUM Online Learning" and choose respective course for examination e.g. **202 BPMN6013 KUMP A Organizational Behavior & Development** (refer **NEW FINAL EXAM SCHEDULE** attached).
- Step 4: At the last row of the subject page, look for section "FINAL EXAMINATION SECOND TRIMESTER 2020/2021 SESSION". Then, **DOWNLOAD** two files: (i) "Final Exam Questions" and (ii) "Final Exam Answer Booklet" **15 minutes before** final exam starts.  
**NOTE:** Save both files to your desktop. Use "Student ID Number" as file name of your "Final Exam Answer Booklet" for online submission e.g. 93132.
- Step 5: Answer ALL final exam questions in the answer booklet provided (in softcopy) **within the time period specified in the examination cover page** (Other platform is not permissible).  
**NOTE:** Please save the filled "Final Exam Answer Booklet" frequently to survive unexpected situations.
- Step 6: Immediately **UPLOAD** the filled answer booklet that has been saved using your "Student ID Number" in the folder "Final exam answer booklet" via UUM Online Learning.  
**NOTE:** Submission deadline **12.15pm** (morning session), or **6.15pm** (afternoon session).  
(Similar process to submit "Assignment" through UUM Online Learning).
- Step 7: Overdue submissions via UUM Online Learning or other platform is not permissible.

# GRAPHICAL ILLUSTRATION OF HOW TO UPLOAD FINAL EXAM QUESTION AND ANSWER BOOKLET ON UUM ONLINE LEARNING

## A. Uploading Final Exam Question:

Updating File in FINAL EXAMINATION First Trimester 2020/2021

Expand all

### General

Name: Final Examination Questions

#### Description



#### INSTRUCTIONS:

1. This examination paper consists of **TWO (2)** questions on **ONE (1)** printed page, excluding the cover page.
2. You have to answer **ALL** questions in the answer book provided.
3. Candidates are bound by the **UUM's RULES AND PROCEDURES ON ACADEMIC FRAUD.**

Display description on course page

#### Select files

Maximum size for new files: 500MB

Files

ii) Final

### Appearance

### Common module settings

### Restrict access

#### Access restrictions

Student must match all of the following

Date from 13 December 2020 08 : 45 x

and

Date until 13 December 2020 12 : 00 x

Add restriction...

## B. Uploading Final Exam Answer Booklet:

Updating Assignment in FINAL EXAMINATION First Trimester 2020/2021

Expand all

### General

**Assignment name** Final Examination Booklet

**Description**

**INSTRUCTIONS:**

1. This examination paper consists of **TWO (2)** questions on **ONE (1)** printed page, excluding the cover page.
2. You have to answer **ALL** questions in the answer book provided.
3. Candidates are bound by the **UUM'S RULES AND PROCEDURES ON ACADEMIC FRAUD.**

**Display description on course page**

**Additional files** Maximum size for new files: 500MB

Final Exam

### Availability

**Allow submissions from** 13 December 2020 12:00  Enable

**Due date** 13 December 2020 12:15  Enable

**Cut-off date** 2 December 2020 14:30  Enable

**Remind me to grade by** 2 December 2020 14:30  Enable

**Always show description**

### Restrict access

**Access restrictions** Student must match all of the following

Date from 13 December 2020 08:45 x

and

Date until 13 December 2020 12:00 x

Add restriction...

### Activity completion

### Tags

### Competencies

Save and return to course Save and display Cancel

## C. Overall Outlook of the Instructions:

FINAL EXAMINATION First Trimester 2020/2021 Edit

Final Examination Questions Edit

**Hidden from students**

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Final Examination Booklet Edit

**Hidden from students**

**INSTRUCTIONS:**

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[+ Add an activity or resource](#)

Updated as at 15 February 2021