

# EXAM PORTAL

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HoD, PSTP



## Instruction to candidates

1. All candidates **MUST** make sure to have a stable, uninterrupted internet connection for your examination.
2. Before begin to answer the examination questions, you are require to read and accept the honesty pledge.
3. All candidates are require to make sure that your internet data plan are enough while sitting for the examination.
4. Once you start the examination, do not navigate away from the examination screen until the examination has been submitted.
5. Only **ONE** attempt permitted.
6. If problem occurred during your examination session, click refresh button on the browser or if there is no refresh button, please close the windows and click "**Continue the last attempt**".
7. Click on the **Submit All and Finish** button at the bottom of the page to have your answers graded.
8. All other software and other electronic devices are prohibited during the examination unless it is being allowed by the invigilator.
9. You are **PROHIBITED** from accessing any resources during the examination. Unless your are sitting for an open-book examination.
10. You are **PROHIBITED** from seeking any form of assistance during your examination.
11. Cheating is a serious offence and subject to disciplinary action under Universiti Teknikal Malaysia Melaka (Discipline of Students) Rules 2009.
12. This examination is **CONFIDENTIAL**. It cannot be copied, printed, saved, recorded, or reproduced in any manner, at any time. The examination questions and answers cannot be disclosed or disseminated to anyone before, during, or after the examination .
13. Candidates are responsible to immediately report any problem occurred during examination session. (such as no electricity or lost connection during the examination by providing evidences to the invigilator.

*Please login using your UTeM's Office 365 email credentials*

**Userid**@utem.edu.my ( for staff )

**MatricNo**@student.utem.edu.my ( for student )

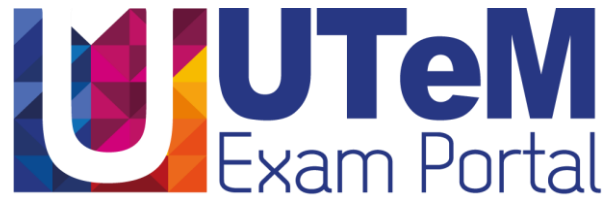
A dark blue rectangular button with the text 'UTeM Login' in white, preceded by a small orange icon.

# OUTLINE

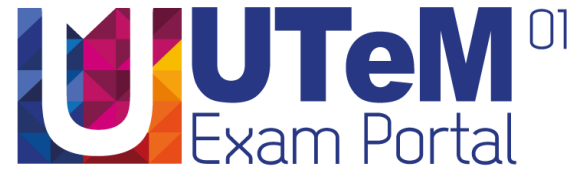
- Exam Portal Introduction
- Users Role
- Exam Portal Work Flow During Exam
- Lecturer Tasks Before Exam
- Demo for Lecturer Role
- Demo for Faculty Exam Manager and Faculty Technical Manager
- Do and Don't During Exam



# INTRODUCTION



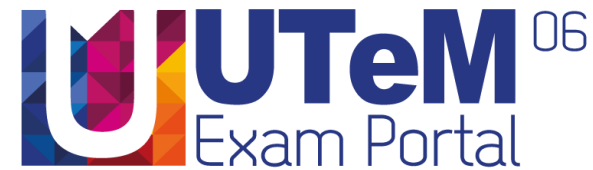
- 6 virtual Examination Hall
- Each Hall with 250 concurrent exam candidate
- Login with UTeM email address and password.



Exam Portal 1

<https://examportal.utem.edu.my/01>

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Exam Portal 6

<https://examportal.utem.edu.my/06>

## USER ROLES

### STUDENT

View related examination page  
Sitting the exam

### TECHNICAL MANAGER

Help lecturer to extend  
time during exam

### EXAM MANAGER

Check examination  
page/format schedule  
based on examination  
schedule

### LECTURER

#### Before Examination

- Set Examination Page & add/upload questions

#### During Examination

- Enroll/ unenroll student if necessary
- User Override - Extend examination time

#### After Examination

- View/Download answer scripts after the examination

# EXAM PORTAL WORK FLOW (DURING EXAM)

## LECTURER

- Ready one hour before exam starts - Add/remove students  
Check student list based on list provided by BPA
- Invigilate students using examination page
- Help student with technical problem – provided contact no in cover page must be available (extend time)
- Make sure all student submit the answer

## STUDENT

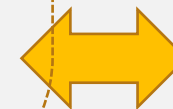
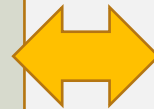
- Ready 30 minutes before exam starts
- Contact their lecturer if having technical problem (contact no is provided in cover page)

## TECHNICAL MANAGER

- Monitor examination flow belong to the faculty
- help lecturer to solve any technical issue during examination (extend time)

Lecturer Room

Examination  
Operational Room (BPA)



## LECTURER TASKS BEFORE EXAM

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Add/Edit Cover Examination Page – Week 13 (15 June)

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Set examination session (date and time) based on examination schedule provided by BPA – Week 13 (15 June)

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Add/Edit Examination Questions – Week 13 (15 June)

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Perform Testing to check Exam Flow – Week 14 ( 22 June)

Faculty Exam Manager will check examination page setting based on examination schedule

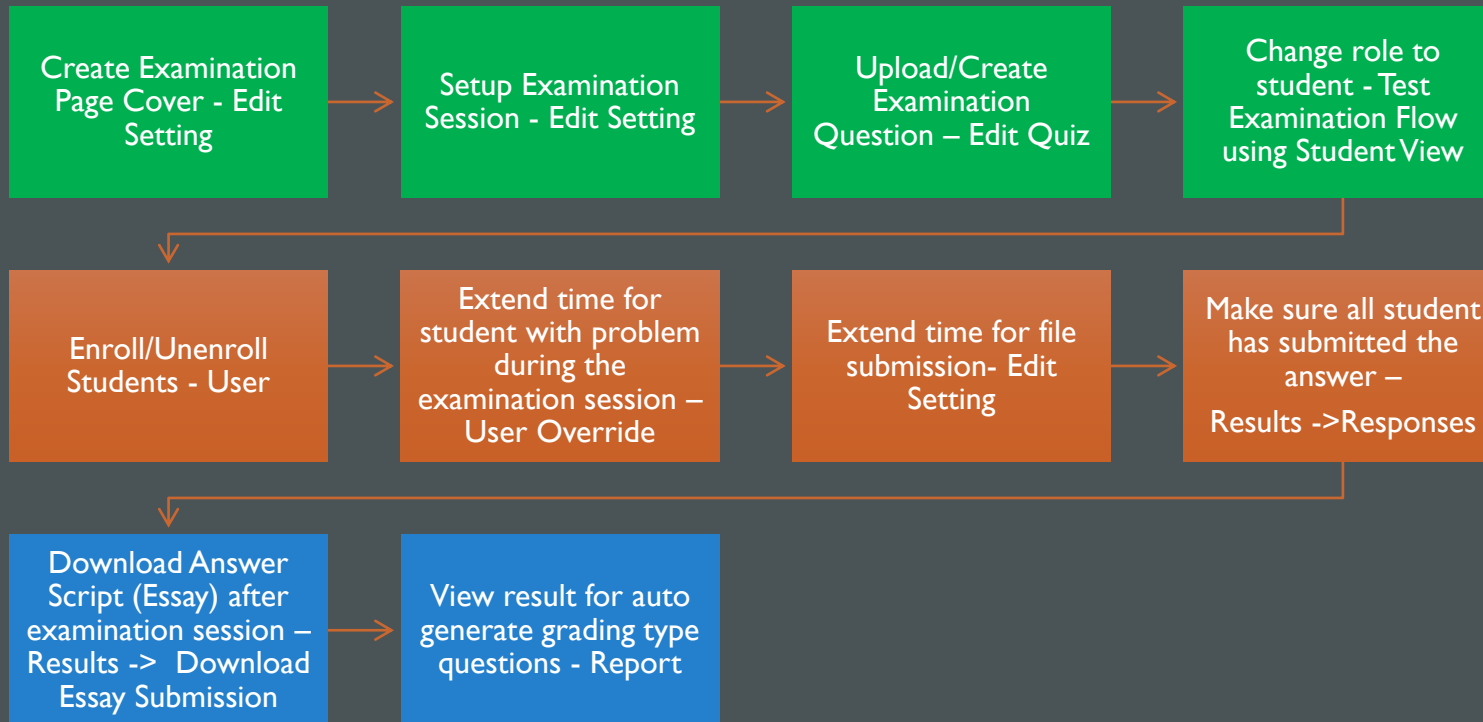
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Check registered students based on BPA list (Enrol missing students and unenroll bared students)– One hour before exam starts

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**Lecturers could not view examination page from Week 15 until examination day**

# DEMO FOR LECTURER TASKS



- View profile
- Switch role to...
- Log out

- ▼ Quiz administration
  - Edit settings
  - Group overrides
  - User overrides
- Edit quiz
- Preview
- ▼ Results
  - Grades
  - Responses
  - Statistics
  - Manual grading
  - Download essay submissions
- Locally assigned roles
- Check permissions
- Filters
- Logs
- Backup
- Restore
- > Question bank

# DEMO LOGIN PAGE

- Login using UTeM Official Email Address, email password for all role
- Lecturer, Faculty Technical Manager, Faculty Exam Manager  
xxxxxx@utem.edu.my
- Student  
B0xxxxxxxx@student. utem.edu.my

## Instruction to candidates

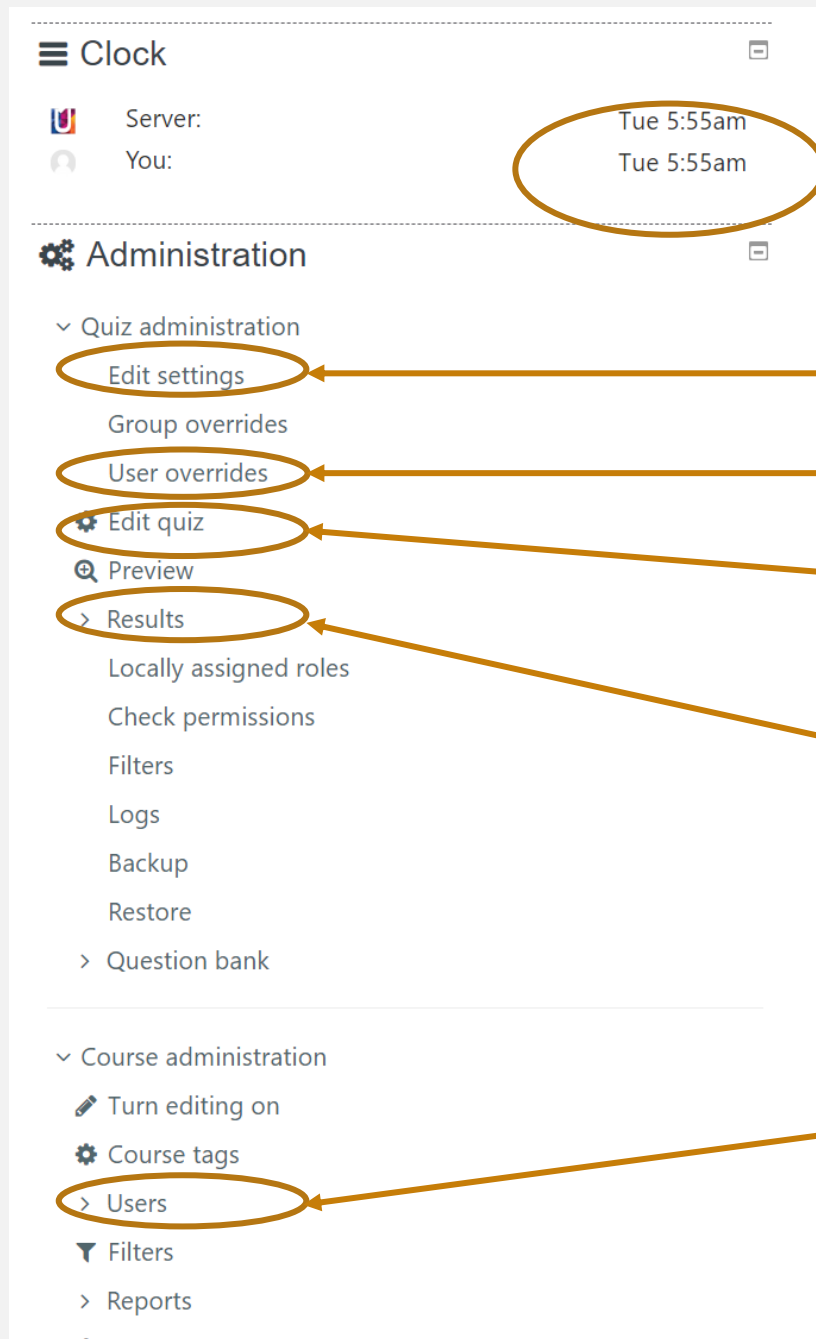
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 UTeM Login



Make sure device time = server time

Set examination page (date, time, no of attempt)

Extend time for particular user

Upload/add examination questions

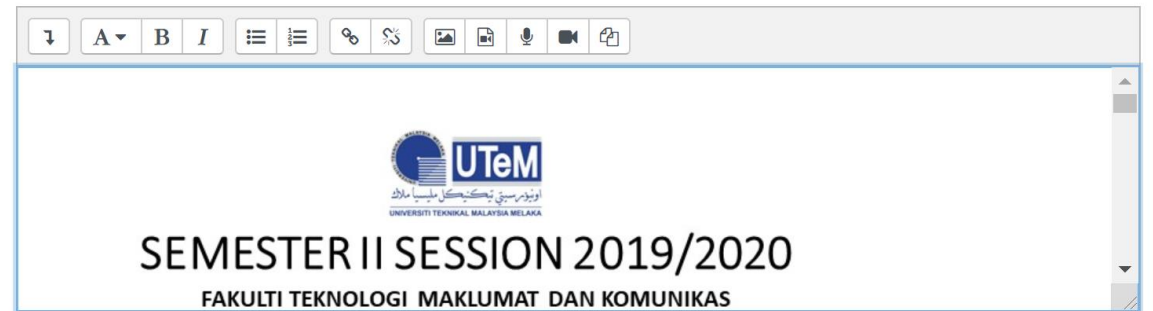
- Check student submission
- Show marks ( autograding)
- Download answer scripts ( file submission)

Enroll/Unenroll students

# EDIT SETTING

- Edit Examination Cover Page

Description



- Set Examination Date and Time

Timing

Open the exam ? 7 June 2020 09 00  Enable

Close the exam 7 June 2020 12 00  Enable

- Set number of Attempt

Grade

Grade category ? Uncategorized

Grade to pass ? 0.00

Attempts allowed 1



Add single question Examination Question – Upload all examination question in one pdf file (Make sure file name without symbol)



Add multiple question – Add random question, add from question bank

UPLOAD/ ADD  
EXAMINATION  
QUESTION

DEMO FOR  
FACULTY  
MANAGER &  
STUDENT

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Technical Manager – Override User to help lecturer extending time for student

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Exam Manager – Preview Examination Session and format to ensure correct setting based on examination schedule

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Student – Start Exam and Submit answer

## DO AND DON'T (BEFORE EXAM)

- Create communication channel to give any instruction to students such as whatsapp/ telegram group
- Remind student to follow set device time to Malaysia time – Make sure “server time” match “you time” stated in exam portal.
- Remind student to ready 30 minutes before exam starts
- For examination with multiple questions, set one question/page
- File submission will be limited to 10MB/file.
- For one question examination, allow more than one file submission (up to 3) - student can separate the answer into maximum 3 files.
- For multiple question, limit file submission (answer) not more than 3 files (each file 10MB). Set one question/page.

## DO AND DON'T (DURING EXAM)

- If student got error, please advice to refresh, do not go back to previous page
- For file upload submission type question, remind student to upload the file before click submit
- Ask student to make sure submitted file name without symbol. Suggestion - File name **B0123456777IsmailQ2**
- File submission will be limited to 10MB/file.
- For exam that requires file submission, extend 30 minutes extra time and inform student 15 minutes before exam finish about the time extension using created WhatsApp/Telegram group.
- Make sure to check all student have submit their answers – Results >Response.