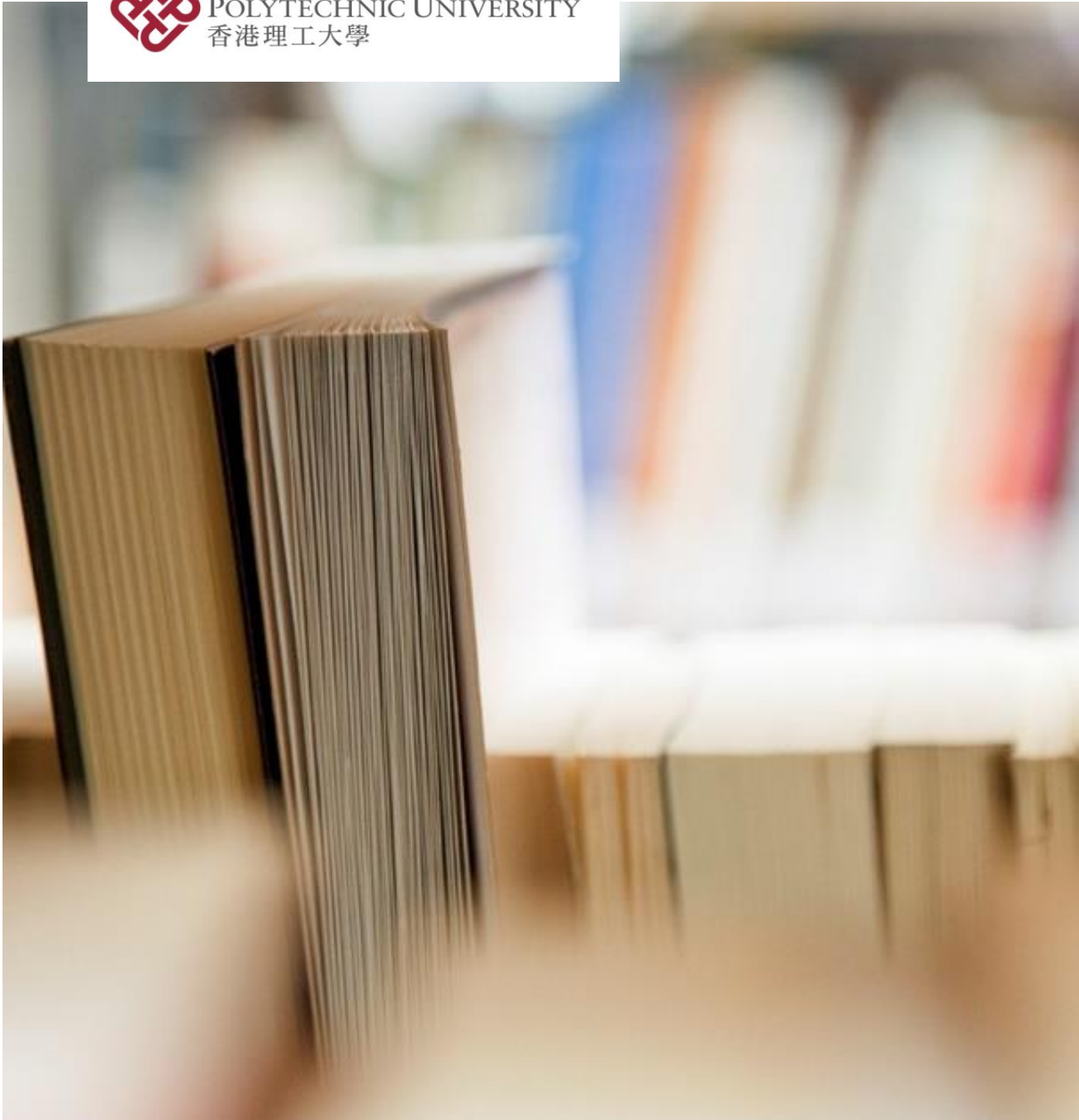




THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學



Guide on Conducting Online Invigilated and Take-home Examinations

Version 2.0

April 2021

Student Version

1. Academic Integrity

- 1.1 The University attaches great importance to academic integrity and honesty and upholds high standard in examination and in continuous assessment.
- 1.2 You are required to note the following guidelines governing the conduct of online invigilated examination, and take-home examinations. Failure to follow any of these rules may result in disciplinary actions which may include disqualification from examination, suspension of study, and termination of study.
 - a) You must complete the examination on your own without plagiarizing from any source.
 - b) You are required to be authenticated with your identity to prove that you are attending the examination yourself. You are not allowed to impersonate another student or be impersonated in the examination.
 - c) You must refrain from communicating with any person by whatever means during the examination and before you are released by the subject examiner/invigilator from the examination after successful submission of your answer scripts, unless otherwise permitted by your subject examiner (e.g. in the case of a take-home examination which is a group project). You can only communicate with the subject examiner or the invigilator according to their instructions, during the examination.
 - d) You must not use any electronic devices with the exception of those as permitted by your subject examiner, or make reference to materials or resources except those as permitted by your subject examiner.
 - e) You should follow the instructions as given by the subject examiners and invigilators during the examination.
 - f) You acknowledge that you will be video recorded and monitored during the online invigilated examination for upholding academic integrity.
 - g) You acknowledge that when working on open book examinations, you will keep track of and acknowledge all the sources you have used and cited.
 - h) You acknowledge that if you are proven to have acted against academic integrity and academic honesty, you can be subject to disciplinary action which may include disqualification from examination, suspension of study, and termination of study.

(A) Online Invigilated Examination

2. Preparation

- 2.1 You are required to make preparation of the necessary equipment, software, applications and familiarize yourself with the use of them for the purpose of sitting for online invigilated examinations.
- 2.2 You are required to have a webcam/phone that is connected to your computer/mobile device and shooting you at the side angle for monitoring during the examinations. Please make sure that the cable of your webcam is long enough to connect to your computer for this purpose. For more details, please refer to the student technical guide on online invigilated examinations.
- 2.3 You are required to read through the guide for online invigilated examinations and take-home examinations to familiarize yourself with the procedures of these examinations.

- 2.4 You are required to attend the mock-run as arranged by the subject teacher/ subject offering department. This will also help you to assess your readiness to attend this kind of examinations, including the testing of your equipment and network connection at home for this purpose, and familiarize yourself with the needed applications (e.g. conversion of jpeg files into a PDF file). Additionally, it is a good opportunity for you to clarify any queries or questions with your subject teacher.

3. Before the Start of the Examination

- 3.1 For upholding academic integrity and fairness to students (e.g. to review suspicious behavior), the examination will be video recorded. By participating in the online invigilated examinations, you acknowledge that you will be video recorded throughout the examination, capturing your face and upper body, desktop/laptop screen and your desk. To comply with the data privacy policy, these video recordings shall be destroyed one month after the announcement of subject results or when any relevant investigation (e.g. suspected academic dishonesty case) is completed or any relevant dispute is resolved, whichever occurs last.
- 3.2 You should take note of the time you are required to join the online invigilated examination using Zoom embedded in Blackboard, or MS Teams as pre-announced by your subject teacher. Usually, you are expected to join the meeting 30 minutes before the start of the examination, but individual examinations may have different requirements and arrangement, you should therefore make sure that you follow the instructions as given by the subject teacher and follow the procedures of attending online invigilated examination. For example, at what time you are required to be present at the virtual waiting room for verification. Once you are admitted to the virtual examination room, you are not allowed to leave your seat (away from the screen) without the permission from invigilators.
- 3.3 You shall ensure that you have a quiet undisturbed environment to enable yourself to sit for the examinations with the electronic equipment fully charged beforehand and connected to electricity supply during the examination.
- 3.4 You may need to adjust the angle of the webcam/mobile device/phone if necessary and as requested by the invigilator.
- 3.5 You shall follow the instruction of subject examiners and invigilators when you are being authenticated for admission to the meeting. You will be admitted to the virtual examination room after the necessary step for identity check (please refer to the technical guide for selfie photo submission and verification). The selfie photo collected for the purpose of authentication of a student's identity will be destroyed one month after the announcement of subject results or when any relevant investigation (e.g. suspected academic dishonesty case) is completed or any relevant dispute is resolved, whichever occurs last. Some departments may have alternative arrangements for identity authentication procedures. You should follow the instructions of the subject examiner or invigilator as necessary.
- 3.6 A student shall be liable to expulsion from the University if he/she attempts to impersonate or allows others to impersonate him/her in sitting for the examinations, or if the document/student identity card shown does not correspond to the person sitting for the examination. Legal proceedings will be taken against both the student and the impersonator in such cases.
- 3.7 No unnecessary materials (notes, books, scrap of papers or other written materials)

should be placed on the desk. The possession of unauthorized materials by a candidate during an examination shall constitute a breach of regulations and the student concerned will be subject to disciplinary penalties. The case shall be reported to the department concerned and the Student Discipline Committee as well as the Chairman of the relevant Board of Examiners.

- 3.8 The use of electronic devices other than those required for taking the online invigilated examination is not allowed on the desk. You are strongly advised not to place any other electronic devices (e.g. iPad, tablets, PDA, mobile phones, MP3 players, electronic dictionaries, wearable devices, databank watches, smart watches with mobile applications installed or wireless technologies supported, computers and pagers) on the desk.
- 3.9 You must prepare the necessary writing and drawing instruments.
- 3.10 You are not allowed to use virtual background and video filter.
- 3.11 You should follow the instruction of subject examiners and invigilators on the setting of the microphone (e.g. mute/unmute and volume level).

4. During the Examination

- 4.1 After the online examination has commenced, you are not permitted to leave the virtual examination room in the first 30 minutes and the last 15 minutes of the examination. If you arrive late by more than 30 minutes, you will normally not be allowed to enter the virtual examination room. Nevertheless, invigilators can exercise their discretion to allow students, who are late by more than 30 minutes, to enter the virtual examination room.
- 4.2 You are prohibited from downloading the question paper by whatever means (e.g. copy and paste or screen capture or taking photo).
- 4.3 You should start the examination according to the time announced by the invigilator and according to the time shown in the computer/notebook of the invigilator.
- 4.4 You shall write your student number, subject code, question number you are attempting and page number (mark the page number and “The End” in the last page) on the answer sheets.
- 4.5 You should not type/write your name in your answer file/sheets.
- 4.6 During the online invigilated examination, you shall not leave your seat temporarily and return subsequently, unless you have sought the prior explicit permission from invigilator due to a genuine need (e.g. going to the washroom). You must not take with you any written materials or electronic/communication devices when leaving temporarily. The time of leaving and returning to your seat shall be logged down in Zoom chat for reference/record.
- 4.7 You should neither communicate with others nor commit any dishonest conduct. You shall not do anything which causes unnecessary distraction to other students. Irregularities of any kind will be reported to the Student Discipline Committee for action as appropriate.
- 4.8 No food or drink is allowed during the examination. However, if you need to drink water (to accompany medication for example) or have any other urgent requirements, you can make a request to the invigilator.

- 4.9 In case of any suspected cheating or use of electronic/communication devices, you may be required to show the relevant materials or devices to the invigilators through the webcam or mobile devices. The case will then be reported to the department concerned and the Student Discipline Committee.
- 4.10 If you encounter any problems during the examination (e.g. sudden disconnection from the Blackboard Test or Zoom meeting), you should report it to the subject examiner/invigilator according to the channel and contact point as given to you before the examination.
- 4.11 In the unfortunate event that a student cannot continue the examination after the commencement of the examination, e.g. due to sickness or emergency, the invigilators will document the incident and submit it to the programme leader, and then the department for record and for discussion by SARP.
- 4.12 A reminder of the time remaining will be announced 15 minutes before the end of the examination.

5. At the End of the Examination

- 5.1 At the end of the examination, you should stop typing/writing immediately upon announcement by the subject examiner or invigilator. You should follow the instructions given by the subject examiner or invigilator to submit your answers by the format as advised and through the required channels.
- 5.2 You should not leave the virtual examination room or disconnect yourself from Zoom meeting until it has been confirmed that you have successfully submitted the examination answer file and are permitted to leave by the subject examiner or invigilator.
- 5.3 Subject teachers or invigilators will confirm the submission status to all students and dismiss the students once the submission is completed and student identity is verified.
- 5.4 Any complaint about the conduct of the examination shall be voiced out immediately during the examination and/or made in writing to the Head of Department concerned or the Registrar as soon as possible after the examination.

6. Technical Guide(s) for Students

- 6.1 Please [click here](#) for the technical guide(s) for online invigilated examinations.

(B) Take-home Examination

7. Take-home Examination

- 7.1 Students should uphold academic integrity at all times. They should familiarize themselves with what constitutes plagiarism and how to avoid it. Please read the materials on preventing plagiarism at <https://edc.polyu.edu.hk/psp.htm>.
- 7.2 You should always follow the instructions and requirements as given by your subject examiner when taking take-home examinations.