



School of Professional Education  
and Executive Development  
專業進修學院

**SPEED**

# Student Guide on Online Invigilated Examinations

## 1. Academic Integrity

- 1.1 The College of Professional and Continuing Education (CPCE) attaches great importance to academic integrity and honesty and upholds high standard in examinations and in continuous assessment.
- 1.2 You are required to note the following guidelines governing the conduct of online invigilated examinations. Failure to follow any of these rules may result in disciplinary actions which may include disqualification from examinations, suspension of study, and termination of study.
  - a) You must complete the examinations 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 examinations yourself. You are not allowed to impersonate another student or be impersonated in the examinations.
  - c) You must refrain from communicating with any person by whatever means during the examinations and before you are released by the subject lecturer/ invigilator from the examinations after successful submission of your answer scripts, unless otherwise permitted by your subject lecturer/ invigilator. You can only communicate with the subject lecturer/ invigilator according to their instructions, during the examinations.
  - d) You must not use any electronic devices with the exception of those as permitted by your subject lecturer, or make reference to materials or resources except those as permitted by your subject lecturer.
  - e) You should follow the instructions as given by the subject lecturers/ invigilators during the examinations.
  - f) You acknowledge that you will be video recorded and monitored during the online invigilated examinations for upholding academic integrity.
  - g) You acknowledge that when working on open book examination, 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 form examination, suspension of study and, termination of study.

## 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/ mobile device for this purpose. For more details, please refer to the Technical Guide for Students Taking Online Invigilated Examinations (Please refer to 6.1).
- 2.3 You are required to read through the guide for online invigilated examinations to familiarize yourself with the procedures of the online invigilated examinations.

- 2.4 You are required to attend the mock-run as arranged by the subject lecturer/ invigilator. This will also help you assess your readiness to attend online invigilated 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 answer scripts into a PDF file, submission of answer scripts to Moodle). Additionally, it is a good opportunity for you to clarify any queries or questions with your subject lecturer/ invigilator.
3. Before the Start of the Examination
- 3.1 For upholding academic integrity and fairness to students (e.g. to review suspicious behaviour), the examinations will be video recorded. By participating in the online invigilated examinations, you acknowledge that you will be video recorded throughout the examinations, capturing your face and upper body, computer screen and your desk. To comply with the data privacy policy, these video recordings shall be destroyed four months after the announcement of assessment results.
- 3.2 You should take note of the time you are required to join the online invigilated examinations using online platforms (e.g. Zoom and Moodle) as pre-announced by your subject lecturer. Usually, you are expected to join the meeting 30 minutes before the start of the examinations, but individual examinations may have different requirements and arrangement, you should therefore make sure that you follow the instructions as given by the subject lecturer and follow the procedures of attending online invigilated examinations. For example, at what time you are required to be present at the virtual waiting room for identity authentication. Once you are admitted to the virtual examination room, you are not allowed to leave your seat (or step 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 examinations.
- 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 lecturers/ 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 6.1 for 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 four months after the announcement of assessment results. Some divisions may have alternative arrangements for identity authentication procedures. You should follow the instructions of the subject lecturer or invigilator as necessary.
- 3.6 A student shall be liable to expulsion from HKCC/ SPEED if he/ she attempts to impersonate or allows others to impersonate him/her in sitting for the examinations, or if the identity 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 You are only allowed to access materials instructed by the Subject Lecturer/ invigilator such as using their computers **solely** to view the question paper and submit answer sheets via Moodle.
- 3.8 No unnecessary materials (notes, books, scrap of papers or other written materials) should be placed on the desk, except for open book examinations. The possession of

unauthorized materials by a candidate during examinations shall constitute a breach of regulations and the student concerned will be subject to disciplinary penalties. The case shall be reported to the HKCC/ SPEED and, if appropriate, the CPCE Student Discipline Committee as well as the Chairman of the relevant Board of Examiners.

- 3.9 The use of electronic devices other than those required for taking the online invigilated examinations 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.
- 3.10 You must prepare the necessary writing and drawing instruments.
- 3.11 You are not allowed to use virtual background and video filter.
- 3.12 You should follow the instruction of subject lecturers/ 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 test/ 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 should start the examination according to the time announced by the invigilator and according to the pre-set time in Moodle.
- 4.3 You shall write your student full name, student number, subject code, subject group, question number, page number and total number of pages as well as your answers on the answer sheets by handwriting in blue/ black ink.
- 4.4 During the online invigilated examination, you shall not leave your seat temporarily and return subsequently, unless you have genuine need (e.g. going to the washroom) and sought the prior explicit permission from invigilator via the Zoom Chat. You must keep the video ON, and you must not take with you any written materials or electronic/ communication devices when leaving temporarily. You should inform the invigilator via the Zoom Chat upon return. The time of leaving and returning to your seat shall be logged down in Zoom chat for reference/ record.
- 4.5 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 HKCC/ SPEED and, if appropriate, the CPCE Student Discipline Committee as well as the Chairman of the relevant Board of Examiners.
- 4.6 No food or drink is allowed during the examinations. 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 via the Zoom Chat.

- 4.7 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 HKCC/ SPEED and, if appropriate, the CPCE Student Discipline Committee as well as the Chairman of the relevant Board of Examiners.
  - 4.8 If you encounter any problems during the examination (e.g. sudden disconnection from the Moodle or Zoom meeting), you should report it to the subject lecturer/ invigilator according to the prescribed communication channel and contact point as given to you before the examination.
  - 4.9 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 subject leader for recommendation and then to the Subject Assessment Review Panel (SARP) for discussion.
  - 4.10 A reminder of the time remaining will be announced 30 minutes, 15 minutes and then 5 minutes before the end of the examination.
5. At the End Time of the Examination
- 5.1 At the end of the examination, you should stop writing immediately upon announcement by the subject lecturer/ invigilator. You should follow the instructions given by the subject lecturer/ 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 step away from the screen) or disconnect yourself from Zoom meeting until it has been confirmed that you have successfully submitted the answer file and are permitted to leave by the subject lecturer/ invigilator.
  - 5.3 Subject lecturers/ 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 Director of HKCC/ SPEED as soon as possible after the examination.
6. Technical Guide for Students on Taking Online Invigilated Examinations
- 6.1 Please [click here](#) for the technical guide for students on taking online invigilated examinations (<https://it-training.cpce-polyu.edu.hk/mod/resource/view.php?id=1383>).
7. Submission Instructions for Online Invigilated Examinations
- 7.1 Please [click here](#) for the submission instructions for online invigilated examinations (<https://it-training.cpce-polyu.edu.hk/mod/resource/view.php?id=1381>).