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1. Introduction

When students attend an online invigilated examination, invigilators will need to verify your identity and have a clear video view of you and your surroundings for remote live proctoring while you are taking the online invigilated examination.

For online invigilated examinations, students need to access relevant course on Moodle and take the online invigilated examination at the prescribed examination period. Students are required to start a video session in Zoom at the same time for remote live proctoring.

This document aims to provide students with the checklist and pre-testing preparation required before accessing Moodle for taking online invigilated examinations and allow invigilators to carry out remote live proctoring via a video session in Zoom.

For taking an online invigilated examination with remote live proctoring, you will normally require to have a quiet space with good lighting. You also need

- a) **Network:** Broadband Internet access that allows you to directly link up your computer via a wired connection (preferable)
- b) **Computer:** Desktop/ laptop running updated Windows 10/ Mac OS with Internet Browsers (e.g.: Firefox version 93 or above, Google Chrome version 95 or above, and Safari version 15 or above) and latest Zoom client installed
- c) **Web CAM:** External USB attached webcam to your computer which allows you to move around and adjust camera view angle to show your surroundings, your desk in addition to your upper body. A webcam with tripod stands or clip-on type webcam on photo frame which allows you to move around to adjust the video image will be ideal.
- d) **Smartphone:** If you do not have a webcam, using your smartphone to join Zoom Meeting will be another option. Please ensure your iOS or Android phone has the latest Zoom app installed. Stop background apps, mute your phone, fully charge your battery or connect to a power source before joining the Zoom Meeting for remote live proctoring.

You are required to arrange the above for your online invigilated examinations well in advance.

2. Academic Integrity

You must observe the regulations and rules stated in the Student Handbook (please refer to the relevant sections of the Student Handbook at the Student Portal).

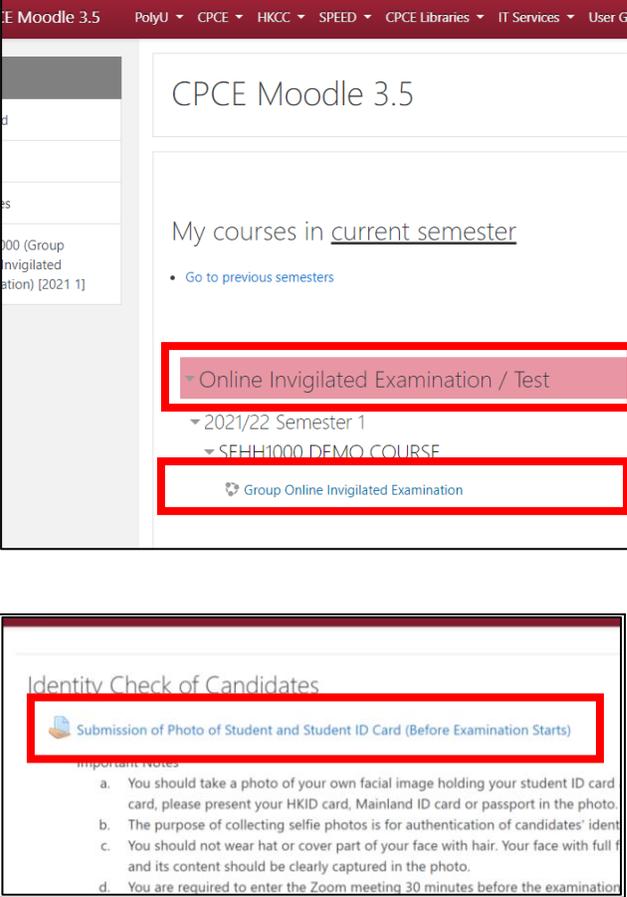
To safeguard academic integrity, the invigilators will record your shared video image on Zoom Meeting during the online invigilated examinations. These recordings will be destroyed four months after the announcement of assessment results.

3. Preparation for an Online Invigilated Examinations

Before taking an online invigilated examination with remote live proctoring, please take note of instructions provided by the subject lecturer/ invigilator and participate in a mock run before the online invigilated examination.

3.1 Online invigilated examinations logistics preparation and rundown

Open book online invigilated examinations	Closed book online invigilated examinations
<ul style="list-style-type: none">• You should print the answer sheets in advance and access Moodle to read announcement/ important notes related to the online invigilated examinations.• You should join the mock run to experience the process and find out issues you might encounter. You are advised to use the exact venue and facilities setup for doing the mock run.• Before the mock run, you should take a photo of your own facial image holding your student ID card (HKID card/ Passport/ Mainland ID card if you have not collected your student card) and upload it to “Identity Check of Candidates” of <u>all</u> your enrolled subjects with online invigilated examinations on Moodle. [After login, please click your course under “Online Invigilated Examination/ Test” > Academic Year and Semester (e.g. 2021/22 Summer Term) > Subject Code (e.g. SEHH1000) > Group Online Invigilated Examination > Submission of Photo of Student and Student ID Card (Before Examination Starts).] <div data-bbox="420 1039 1024 1409"></div> <p data-bbox="1060 1199 1382 1266">← Sample of a facial image with student ID card</p>	



The image contains two screenshots from a Moodle 3.5 interface. The top screenshot shows the 'My courses in current semester' section with a red box around 'Online Invigilated Examination / Test' and another red box around 'Group Online Invigilated Examination'. The bottom screenshot shows the 'Identity Check of Candidates' page with a red box around the link 'Submission of Photo of Student and Student ID Card (Before Examination Starts)'. Below the screenshots is a list of instructions for students.

(Advance photo submission is to facilitate invigilators to carry out the student identity check shortening your waiting time to have it completed for all students. Photos will be destroyed four months after the announcement of assessment results.)

- On online invigilated examination date, you should log into Moodle using Windows 10/ Mac OS with latest Internet Browsers (e.g.: Firefox version 93 or above, Google Chrome version 95 or above, and Safari version 15 or above) **30 minutes before the online invigilated examination starts**.
- You should use the Moodle links to join Zoom meeting to allow invigilators to carry out remote live proctoring.
- You should join the Zoom Meeting **30 minutes before the online invigilated examination starts** to allow you to adjust your video image to meet the invigilator’s remote live proctoring requirements.
- You should ensure your video is ON, your microphone is Mute when joining Zoom meeting.
- You should adjust your webcam/ mobile phone camera to ensure your own video screen on Zoom Meeting covers your computer screen, desk, your face and upper body.
- The Zoom session will be recorded during online invigilated examinations.
- You can use Chat on Zoom meeting to communicate with the invigilator. You can also use WeChat/ WhatsApp to communicate with the invigilator in case of emergency.

<ul style="list-style-type: none">• When the online invigilated examination commences, you can access Moodle to view the question paper and submit your answer sheets.• Students should stay on Zoom Meeting after online invigilated examination until the invigilator informs you to leave.	
<ul style="list-style-type: none">• Other materials as instructed by your subject lecturers.• You are allowed to access materials permitted by the subject lecturers (e.g. course notes and internet resources) during the online invigilated examinations.	<ul style="list-style-type: none">• You should maintain a clean desk.• You are only allowed to access materials instructed by your subject lecturer/ invigilator such as using your computer solely to view the question paper and submit answer sheets via Moodle.

3.2 Information from your subject lecturers

Review the instructions from subject lecturers including but not limited to the following:

- Class announcement related to the online invigilated examinations
- Moodle Course content
- Mock run
- Invigilator and student pairing
- Emergency contact information

3.3 Mock Run

You should participate in the mock run to allow you to experience the process and address potential issues before actual online invigilated examinations. In the mock run, please use the same computer and make arrangement to your plan for the live online invigilated examinations. You have to take note of the required setting and make adjustments to allow invigilators to have a clear video view of you to carry out proper proctoring.

4. Attending an Online Invigilated Examination

4.1 Machine setup for joining Zoom Meeting for remote live proctoring

4.1.1 Configuration of your computer

- Connect your computer to wired Internet broadband connection.
- Connect your computer to an external webcam (see *Figure 1* and *Figure 2*).
- Close other unnecessary application sessions from your computer.
- Ensure your machine speaker is ON to allow you to hear the invigilator's announcement on Zoom.
- For a laptop computer, connect a charging adaptor to prevent running out of battery.

Figure 1



USB connected webcam with a tripod

Figure 2



USB connected webcam clip on a photo frame

If you do not have an external webcam allowing you to move around to adjust the view angle, you need to use your mobile phone to join the Zoom Meeting for remote live proctoring. Please ensure that you have the latest Zoom mobile app installed on your mobile phone before joining the mock run for online invigilated examination.

4.1.2 Configuration of your mobile device

- Secure the position of your mobile device with either a tripod or some objects available at home as illustrated in *Figure 3* and *Figure 4*.
- Turn on Wi-Fi.
- Close other unnecessary applications running at the background.
- Connect the mobile device with a charging cable, if required.
- Enable “auto-rotate” in your mobile device.

Figure 3



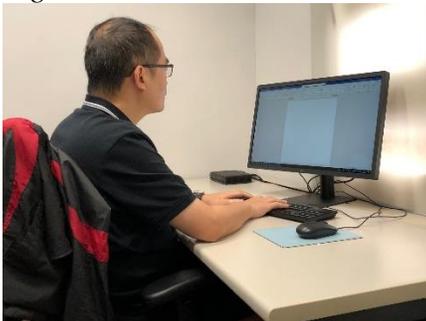
Figure 4



4.1.3 Desire video image for remote live proctoring

- Capture your face and upper body, computer screen and your desk. *Figure 5* illustrates the expected view that the camera should capture.

Figure 5



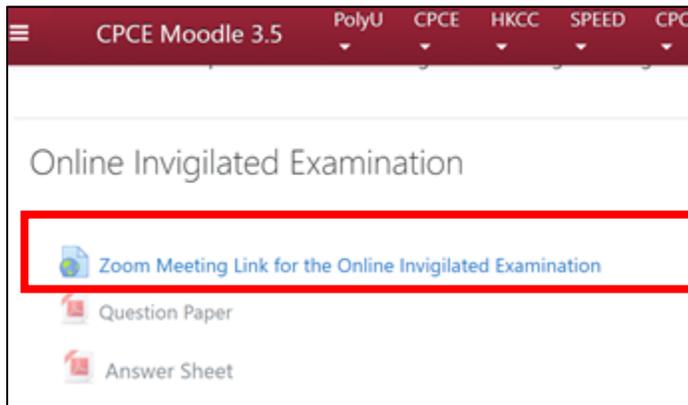
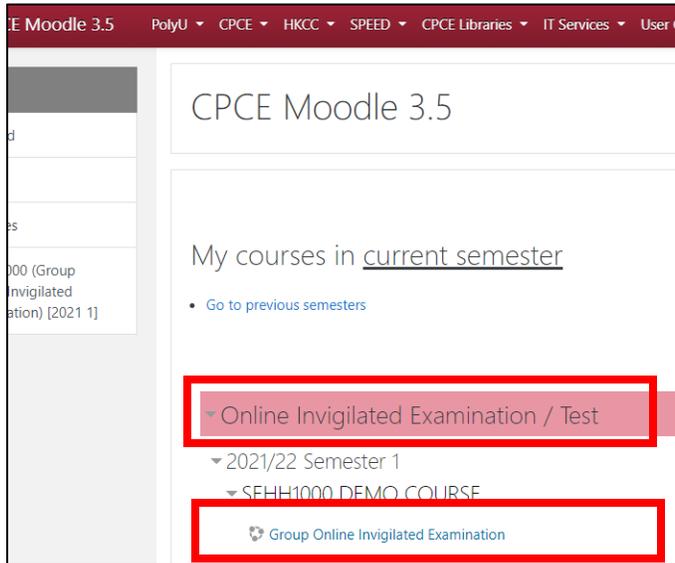
4.1.4 Configuration of Zoom

Install the latest Zoom App and login to activate your CPCE Zoom account before the online invigilated examination. Use **SSO login** and fill in “**cpce-polyu.zoom.us**” and login with **<Student ID>@common.cpce-polyu.edu.hk**.

To join the online invigilated examination session:

1. Check the course announcement or email notice from HKCC/ SPEED.

2. Login Moodle and go to your online invigilated examination course to access Zoom link (Click your course under “Online Invigilated Examination / Test” > Academic Year and Semester (e.g. 2021/22 Summer Term) > Subject Code (e.g. SEHH1000) > “Group Online Invigilated Examination” > “Zoom Meeting Link for the Online Invigilated Examination”.)



3. If you are using a mobile device to join Zoom Meeting, use a standard browser (e.g. Firefox) to access Moodle.
 - **Reminder: Please double check you have clicked the correct link in Moodle to enter the Zoom room of the online invigilated examination of your subject (see above image for information).**
4. Ensure your Video is ON and Microphone is Mute, computer Speaker is ON to join Zoom Meeting. If you use a laptop computer with a built-in camera, you need to select the external USB attached webcam for use on Zoom Client.

If you use a mobile device to join the Zoom Meeting, please configure your iOS or Android phone settings

Video

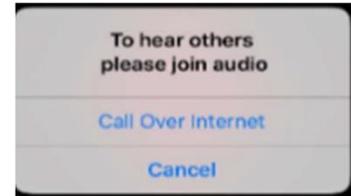
- a. Before the meeting, click the  camera in the Zoom app menu running on your mobile phone to start or stop your video.
- b. Click  to switch the front and rear cameras.

Audio

After joining or starting a Zoom meeting, you can join audio by mobile.

- a. Click “Join audio”  to connect your mobile speaker and microphone to the Zoom meeting. Choose “Call Over Internet” to enable the audio as illustrated in *Figure 6*.
- b. Turn on the volume to receive announcements/instructions from the invigilator. Adjust the volume if necessary.
- c. You should keep your Microphone Mute throughout the Zoom meeting during the online invigilated examination to avoid echo when the invigilator makes an announcement.

Figure 6



5. Do NOT enable virtual background or video filter during the online invigilated examination. Zoom virtual background is disabled by default. If needed, disable the virtual background as follows:
 - a. Click the arrow beside video for the pull-up menu, choose the “Choose Virtual Background” option.
 - b. Choose NONE at “Choose Virtual Background”.
6. After you have set up your computer or mobile device for the Zoom meeting, you should access the question paper of the online invigilated examination on Moodle with your computer Firefox browser at the examination start time.

4.2 During the Online Invigilated Examination

Please take note of the following important points for taking online invigilated examinations:

- Print answer sheets in advance and timely update your Zoom Client to the latest version before online invigilated examinations.
- Do not wear anything that covers your face or hair unless you have any specific reasons and have obtained approval from the invigilator upfront.
- Login Moodle and access Zoom link of your online invigilated examination 30 minutes before the online invigilated examination starts.
- Turn on your camera and show the computer screen, your face and upper body and a bit of the vicinity in the visual image of Zoom Meeting.
- Ensure you have your video ON, microphone MUTE and machine audio speaker ON when joining Zoom Meeting to allow you to hear announcements from the invigilator via Zoom Meeting.

- Make sure your original identity document, i.e. Student ID card (or HKID card/ Passport/ Mainland ID card if you have not collected your Student ID card) is ready for identity check. You are required to show your face and the original identity document presented in your photo uploaded to Moodle in front of the camera on Zoom Meeting.
- Clear materials from your desk, including your books or notes for a closed book examination.
- Obtain approval from the invigilator first via Zoom Meeting Chat function if you need to step away from your Zoom Meeting video camera view angle, say for example you need to go to the washroom. Inform the invigilator via the Zoom Chat upon return.
- Complete the required answer sheet file submission procedures before the submission deadline and stay on the Zoom Meeting until you are notified by invigilator that you can leave. The same applies if you want to leave the online invigilated examination before the last 15 minutes of the examination. You can use Zoom Meeting Chat function to obtain the invigilator's approval for early leave.

4.3 After the End Time of Online Invigilated Examination

- You are not allowed to leave the Zoom meeting until you are told to do so.
- The invigilator may need to re-check your identity and ask you to show your face in front of the camera. Please follow the instructions of the invigilator.
- If you need to turn off your cameras temporarily to take photos of your answer sheets, you should open the cameras again right after taking photos of the answer sheets so that the invigilator can monitor your submission process.
- If you encounter difficulties to upload the answer sheets to Moodle before the submission deadline, you should report it to the invigilators concerned via the prescribed communication channel (i.e. WeChat or WhatsApp) immediately and show the screen of your computer (with the time clearly displayed therein) to the invigilator. In this case, you should submit the answer sheets to **both** the invigilator and the Subject Lecturer concerned via email.