

## Check List for Invigilators for Conducting Online Invigilated Examinations

### Before the Online Invigilated Examination

#### Zoom

1. Inform students to download and install the latest Zoom client to their devices at <http://zoom.us/download>
2. Remind students to try to login their Zoom accounts (SSO login, Company Domain: cpce-polyu)
3. Create a Zoom Meeting and replace the dummy Zoom meeting link on Moodle.

[Special Note: The maximum ratio of invigilator to students in an examination is 1:25. For the examination of a subject with more than 25 students, the students concerned will be divided into different groups. Each group of students will be assigned with an invigilator. Therefore, multiple dummy Zoom meeting links with “Zoom Group No.” and the “Name of Invigilator” will be created on Moodle. Invigilators are required to replace the dummy Zoom meeting link according to the “**Zoom Group No.**” and the “**Name of Invigilator**”. The students concerned will only be able to view the respective Zoom meeting link on Moodle.

The screenshot shows the Moodle interface for an 'Online Invigilated Examination'. At the top, it says 'Restricted Available from 11 March 2022, 9:00:00 AM (hidden otherwise)'. Below this, there are two Zoom meeting links, each with a 'Restricted' label and a restriction: 'Not available unless: You belong to Group A - Dr. CHAN Tai Man (hidden otherwise)' and 'Not available unless: You belong to Group B - Dr. MAN Tai Chan (hidden otherwise)'. The links are '(To be replaced) Zoom Meeting Link for the Online Invigilated Examination (Zoom Group A - Dr. CHAN Tai Man)' and '(To be replaced) Zoom Meeting Link for the Online Invigilated Examination (Zoom Group B - Dr. MAN Tai Chan)'. Below the Zoom links, there are 'Question Paper' and 'Answer Sheet' sections, both with 'Restricted' labels and restrictions: 'Not available unless: It is after 15 March 2022, 2:00:00 PM' and 'It is before 15 March 2022, 4:00:00 PM (hidden otherwise)'. A red box highlights the first Zoom link, and a blue box highlights the second Zoom link. A closing bracket ']' is visible at the bottom right of the screenshot area.

4. Enable waiting room for the Zoom Meeting
5. Add other invigilators, if any, as co-host at the Zoom Meeting
6. Add students at the Zoom Meeting

### Moodle

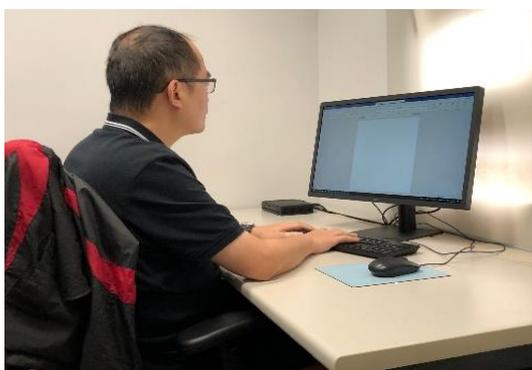
1. Remind students to use the latest versions of Internet Browsers (e.g.: Firefox version 93 or above, Google Chrome version 95 or above, and Safari version 15 or above) to access Moodle
2. Post the Zoom meeting link(s) on Moodle
3. Check the settings of the related materials on Moodle (e.g.: Identity Check of Candidates, Question Paper, Answer Sheet, Moodle Assignment Submission Link) for the Online Invigilated Examination.

### Other Communication Channels

1. Add Students' WhatsApp/ WeChat account

### Mock Run

1. Communicate with the students concerned via email/ WhatsApp/ WeChat to fix the date and time of mock run.
2. Conduct the mock run with students and see if student testing environment meets requirement

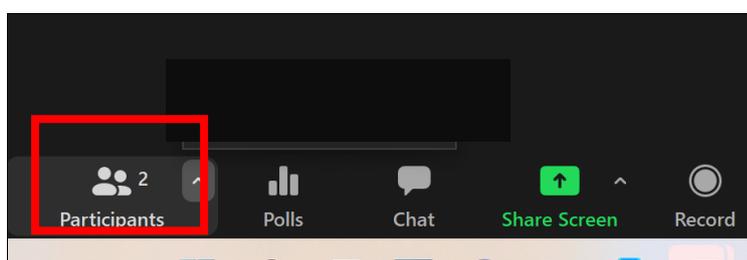


3. Check the submission status of the “Identity Check of Candidates” on Moodle. If the students have not submitted their facial image with Student ID Card (or HKID card/ Mainland ID card/ passport if students have not collected their student ID cards) to “Identity Check of Candidates, ask them to get it done within the same day of the Mock Run.
4. Remind students to print the answer sheets in advance and timely update the Zoom Client to the latest version before online invigilated examinations.

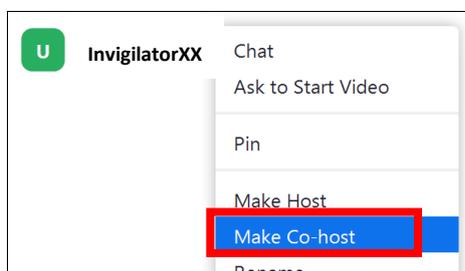
## 30 minutes before Online Invigilated Examination and During the Online Invigilated Examination

### Zoom

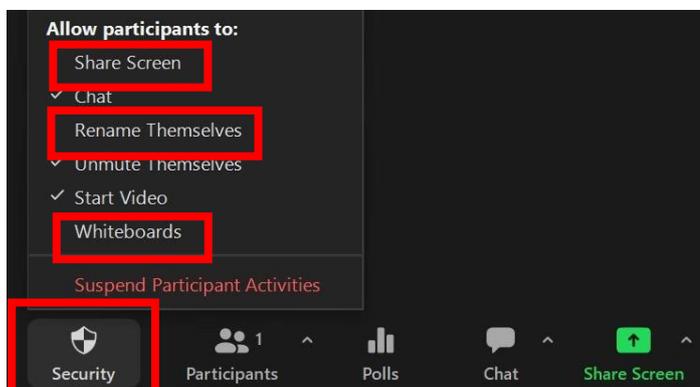
1. Start the Zoom meeting **at least 30 minutes** before the online invigilated examination to allow students to join the meeting
2. If there is another invigilator (e.g. Chief Invigilator and/or additional invigilator) who may offer help during the examination session, please add him/ her as co-host after starting the Zoom meeting of the online invigilated examination concerned.
  - a. After meeting starts, click “Participants” in menu



- b. Click “More” after InvigilatorXX (account used by another invigilator) and select “Make Co-host”



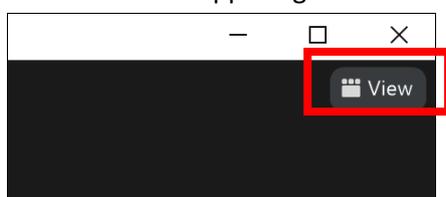
3. Click “Security” in menu, unclick “Share Screen”, “Rename Themselves” and “Whiteboards” to disallow student to carry out these three actions.



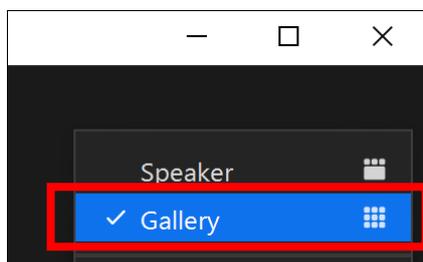
4. Check the Zoom setting that all participants could chat with the host only

5. Check with students to confirm if they could hear the invigilator's voice clearly
6. Ensure students have disabled virtual background or video filter
7. Remind students to mute their microphones
8. Remind students to use Chat on Zoom meeting to communicate with the invigilator.  
WeChat/ WhatsApp can be used for emergency contact.
9. Remind students to maintain a clean desk and they are only allowed to access materials instructed by their Subject Lecturers/ Invigilators such as using their computers **solely** to view the question paper and submit answer sheets via Moodle.
10. Ensure the computer screen, desk, face and upper body of each student can be captured in the video screen on Zoom Meeting
11. Switch to "Gallery View" via the following steps

- a. Click "View" on upper right hand side of Zoom screen after meeting starts



- b. Choose "Gallery", Zoom will now show both invigilator(s) and student(s)



c.

12. Refer to section 3.5 of the "Guide on Conducting Online Invigilated Examinations" to make announcement. Announce the start of the online invigilated examination to students at the appointed time.
13. Record the Zoom session during the online invigilated examination by choosing "Record to the Cloud" or "Record on this Computer".
14. Inform students of the instructions for washroom break. Students should write to the invigilator in the private Chat and seek the invigilator's approval before going to the washroom. Students should report the returning time to the invigilator via the private Chat upon return.
15. Invigilators should complete the following forms and **return the forms to General Office after the examinations:**

Form	Actions
<p>Report on Candidate Failing to Produce Identification When Attending Examinations</p>	<p>If a student fails to show his/her original identity document presented in his/her selfie photo, the invigilator should take the following actions:</p> <ul style="list-style-type: none"> <li>• Complete the form for the student.</li> <li>• Inform the student that HKCC/ SPEED will contact him/her to conduct for online identity check within two working days from the examination.</li> <li>• Send the completed form and the Zoom meeting recording of the student concerned to the Examinations Officer of HKCC/ SPEED for follow-up after the examination.</li> </ul>
<p>Report on Suspected Examination Misconduct</p>	<p>If suspected misconduct is found, the following actions should be taken:</p> <ul style="list-style-type: none"> <li>• The invigilator should email the form to the student.</li> <li>• The student should provide the required information (i.e. explanation given by the student and whether the student admit the misconduct or not), as required on the form, by email to the invigilator.</li> <li>• The student should mark an “X” on the top right hand corner of the answer sheets that have completed so far and use a new answer sheet to complete the remaining questions. The student should submit all answer sheets to Moodle at the end of the examination.</li> </ul>

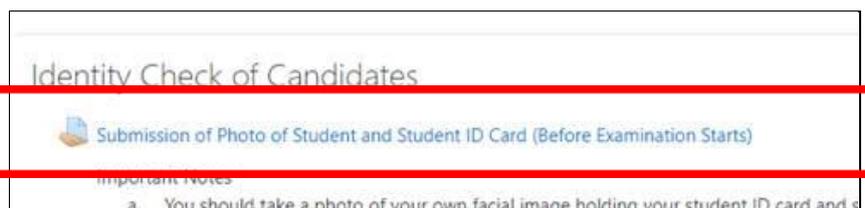
Report on Candidate Whose Physical Condition is Not Suitable to Continue to Attend the Examination	<p>If a student requires to leave for medication/ hospitalization, the invigilator should complete the form for the student.</p> <p>The student should be reminded that he/she can apply for “Late Assessment” within five working days from the date of the examination. Permission is subject to the approval of the Subject Assessment Review Panel (SARP).</p>
Record of Candidates Leaving the Examination Venue During Examinations	<p>If a student requires to leave for washroom, the invigilator should log the exact leaving and returning time on this form for the student.</p>

16. Monitor the proper conduct of students taking online invigilated examinations and should not perform other tasks during invigilation
17. Announce the time to students 30 minutes, 15 minutes and then 5 minutes before the end of the online invigilated examination.

### Moodle

1. For the “Identity Check of Candidates”,
  - a. start the identity check **30 minutes before the online invigilated examination start time**. All students are required to show their faces and the original identity document presented in their selfie photo (i.e. student ID card/ HKID card/ mainland ID card/ passport) in front of the camera at Zoom Meeting for identity check. If the checking cannot be completed before the online invigilated examination start time, it can be done at the end of the online invigilated examination.

- b. Log student attendance on Moodle (i.e. Present, Late or Absent). Mark remarks in the column of “Feedback Comments” if needed (e.g. arrival time of the students who are late for more than 30 minutes, leaving time of the early leave students)
2. Log students’ attendance:
- a. Click “Submission of photo of student and student ID Card” under “Identity check of candidates”



- b. Click “View all submissions”



- c. Click “Grade” of the student

User picture	Title / Fullname	ID number	Status	Grade
	Guest Account Special Student HKCC1	student_hkcc1	Submitted for grading 8 days 16 hours	<b>Grade</b> Present

- d. Change it to “Present”, “Absent” or “Late” for each student and click “Save Change”

3. When the examination starts at the pre-set time, ask if all students can access Moodle materials.

## At the End of the Online Invigilated Examination

### Zoom

1. Remind students to stop writing immediately. Students should follow the instructions given by the invigilator to submit their answer sheets.
2. If students need to use their mobile phones to take photos of their answer sheets for submission, remind student to turn on camera again right after taking photos
3. Remind students to stay at Zoom Meeting after examination until the invigilator informs them to leave
4. Upon the completion of Task #1 - #4 on Moodle below, dismiss the students
5. Choose "End Meeting for ALL" to end the meeting
6. Invigilator should export all the Chat history manually via below steps:
  - a. Click Chat icon at the bottom of the screen
  - b. Select more options
  - c. Click the "Save Chat"
7. Meeting recording and Chat history
  - a. For local computer recording, please retrieve the recording at below location:  
C:\Users\xxxx\Documents\Zoom
  - b. For Cloud recording, an email will be sent to the host for record access.

### Moodle

1. Confirm all the student identity has been verified
2. Check if all students submitted their answer sheets
3. Check if the pictures taken by the students (i.e. answer sheets) are clear enough for marking
4. If student encounter difficulties in uploading the answer sheets to Moodle
  - a. remind them to show the screen of their computers (with the time displayed)
  - b. advise the students to email answer sheets to both invigilator and Subject Lecturer
  - c. record these abnormalities and inform Subject Lecturers after the examination