

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.08.00/10.12/2 Jld.11 (34)

30th Jun 2020
8 Zulkaedah 1441H

ACADEMIC CIRCULAR No. 9/2020

DEPARTMENT OF DEPUTY VICE-CHANCELLOR (ACADEMIC AND INTERNATIONAL)

ONLINE FINAL EXAMINATION GUIDELINES DURING COVID-19 PANDEMIC

Universiti Teknologi Malaysia (UTM), in the Senate Meeting No. 9 2019/2020 convened on 20 May 2020, has endorsed the implementation of Online Final Examination Guidelines during the COVID-19 pandemic. It details out the suggestions and recommendations for School/Faculty to carry out online final examination as follows:

Section	Details
Asynchronous Online Examination	Suitability (infrastructure requirements and proposed types of assessments) Step-by-step: Before (Preparation steps before the exam starts, eg how to submit questions, set communication medium etc.) During (take attendance, monitoring process) After Exam (review delivery of answers, dropout students, etc.)
Synchronous Online Examination	
Online Examination Procedure	Requirement, Platform used, Procedures for all online exam, Consent to record and collect information
General Online Exam Rules and Regulations	It must be read / shared to the student by the Invigilator before taking the online exam.
Frequently Asked Questions	Frequently asked questions and suggestions on what to do with lecturer when encountering technical problems during online exam.

The guidelines should be read in conjunction with University/Faculty/School policies and procedures, UTM Academic Regulations as well as relevant circulars issued during the COVID-19 pandemic by UTM management as well as the Government of Malaysia.

Thank you.

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

I, who uphold trust,



(PROF. Ir. Ts. DR. ZAINUDDIN BIN ABDUL MANAN)

Acting Deputy Vice Chancellor (Academic and International)

- cc - Vice Chancellor
 - Deputy Vice Chancellor (Development)
 - Deputy Vice Chancellor (Research and Innovation)
 - Deputy Vice Chancellor (Student's Affairs)
 - Registrar
 - Pro-Vice Chancellor (UTM Kuala Lumpur)
 - Director Research Centre - UTM Pagoh
 - Senior Officers/ Deans / Directors

In the event of discrepancy in the meaning of this Circular, the BAHASA MELAYU version shall prevail.