THE CHINESE UNIVERSITY OF HONG KONG

Registration and Examinations Section

Guidelines and Information for Students Taking Online Course Examinations

Preparation before the examination

1. Read the "Rules to be Observed by Candidates in Taking Centralized Online Course Examinations" posted at http://www.res.cuhk.edu.hk/en-gb/examinations/guidelines-and-information-for-centralized-online-course-examinations.

2. Check carefully the date/time of the examinations published in the Final Examination Timetable. The examination time (e.g. 9:30am – 11:30am, 9:30am – 12:30pm) refers to the actual duration (2 hours/3 hours) for the examination excluding the preparation time before the examination and the time allowed for submission of answer scripts. Students must follow the instructions of the course teacher concerned to attend the examination at the specified time earlier than the start time on the date of examination and must reserve enough time for submission of the answer scripts/sheets at the end of the examination.

3. Follow instructions of the course teacher to prepare the computing equipment and install the necessary software and programmes before the examination. Make sure that the laptop/ computer to be used in the examination fulfills the system requirements for installing the programmes and has stable connection to the IT tools/ platforms.

4. Report to the course teacher as soon as possible, and no later than 5 working days before the examination, if there are any genuine difficulties in preparing the required computing equipment and the environment for taking the examination.

5. Students may approach the course teacher concerned for details of the IT-related setting of their online examination (e.g. some course teachers may set up the questions in a way that students cannot go back to review and revise their answers of previous questions). Course teacher should have provided clear written instructions for students to prepare for the online course examinations, including but not limited to the above arrangements.

6. Contact Information Technology Services Centre (ITSC) for assistance as soon as possible for any software or technical problems:
   ITSC Online Service Desk: http://servicedesk.itsc.cuhk.edu.hk
   ITSC Hotline: 3943 8845
   Email: elearning@cuhk.edu.hk

7. Read carefully the steps and examination procedures given by the course teacher and **MUST** attend the **mock examination session** arranged by the course teacher by using the same IT tools/ platforms selected for the actual examination.

Before the start of the examination on the examination date

8. Make sure that the laptop/ computer and required devices are fully charged and having sufficient backup time during the examination and they are connected with a stable internet. More so, try to stay close as far as possible to a router for better WIFI signal.

9. Close all other programs, applications or windows on the laptop/ computer.

10. For invigilated online examinations, follow the instructions of the course teacher to prepare the required devices i.e. webcam and/ or microphone etc, and the environment for taking the examination.

11. Follow the instructions of the course teacher to log in the designated IT tools/ platform at the specified time.

12. Follow the instructions of the course teacher/ invigilator for attendance taking and verification of identification.

13. Follow the instructions of the course teacher/ invigilator to check question paper(s).

14. Report to the course teacher/invigilator immediately if there are any problems in retrieving/reading the question paper(s) by using IT tools available in the setting, following the prior instruction from the course teacher in raising questions/problems before or during the examination.
15. Only start writing/typing with the permission from the course teacher/invigilator.

During the examination

16. Ask questions about the question paper during the first 30 minutes after the start time of the examination or within the time duration as specified by the course teacher/invigilator of the examination session.
17. For invigilated online examinations, do not leave the examination desk during the examination, unless with prior permission from the course teacher/ invigilator.
18. Report any technical problems occurred during the examination to the course teacher/invigilator immediately. Pay attention to the announcement about make-up examination if the course teacher concerned has to stop the continuation of a course examination due to serious technical/other problems.
19. If students have finished the examination prior to the scheduled end time, submit the answer scripts/ sheets in the required format using the IT tools/platform as instructed by the course teacher/ invigilator. Do not log out the System or leave the examination desk after submitting the answer scripts/sheets unless with the permission from course teacher/invigilator for invigilated online examinations.

At the end of the examination

20. For invigilated online examinations, follow the instructions of the course teacher/ invigilator to stop writing/ typing at the end of the examination.
21. Submit the answer scripts/ sheets in the required format using the IT tools/ platform as instructed by the course teacher/ invigilator.
22. For invigilated online examinations, do not log out from the system or leave the examination desk after submitting the answer scripts/ sheets unless with the permission from course teacher/ invigilator for invigilated online examinations.
23. Report any technical problems in submitting the answer scripts/ sheets to the course teacher/ invigilator immediately.

For further questions and enquiries on online course examinations, please contact RES at 3943 9888 or email to ugadmin@cuhk.edu.hk.

Registry
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