

UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY

ONLINE EXAMINATIONS POLICY

1.0 Rationale and Principle

The University will ensure that all parties involved have an online examination experience that is transparent, fair, trustworthy, secure, convenient, and up to high standards.

2.0 Scope

This applies to all online exams administered by the Uganda Technology and Management University

3.0 Definitions

- a) Online Exam is a web-based testing system where the exam/test is conducted online to measure the knowledge and skill levels of the exam takers. Online exams include oral examinations such as defense and viva voce, written examinations such as long or short essay questions, and objective response examinations such as multiple choice and true or false questions.
- b) Candidates are the exam/test takers. Online examination candidates are exam/test takers who carry out their tests via a World Web connection.

4.0 Policy

Rules and Code of Conduct

- c) Standard examination regulations and codes of conduct will apply to the online examination rules and code of conduct unless explicitly stated otherwise in this policy document.
- d) Online exams can be administered synchronously or asynchronously. Synchronous exams are session-based exams in which candidates must be present in a specific virtual space and may not leave unless for a break or exam submission. Asynchronous exams are take-home exams in which candidates are not required to be present in a specific virtual space while taking the exam.
- e) Candidates who encounter technical difficulties or other irregularities during the examination session will be handled on a case-by-case basis.

- f) Candidates who have a complaint about any aspect of their online exam experience may address it with the Head of the Department of Examinations coordinator.

Eligibility for online examinations

- g) Eligibility for online examination is limited to the following candidates:
- International students accepted into the distance learning program
 - Candidates who have health or safety concerns that may prevent them from physically appearing for an exam. The candidate's Dean of the School must approve this request.
 - Candidates who are unable to physically present in-country during the exam period due to unforeseen circumstances. The Dean of the School must approve this request.

Preparation for online examination

- h) Online Exams shall be administered through the university e-learning system (<http://elearning.utamu.ac.ug>). Exams shall be uploaded into the university e-learning system, 2 days before the scheduled examination date.
- i) A video Conferencing session, using Zoom or otherwise, shall be set up to monitor the examination process.
- j) Exam instructions are to be emailed to candidates before the day on which the examination will take place, this is to enable students to prepare the laptops/computers for online examination or to know the location/links of the virtual rooms.
- k) Candidates are fully responsible for the technical equipment and set-up they need for an online exam. This includes a good internet connection, a fast enough computer, all the necessary programs, enough battery life, a video camera, etc. Technical issues related to a basic functioning hardware/software setup are not the responsibility of UTAMU
- l) Candidates shall be required to install and activate a safe exam browser on their computer/laptops and any other software/tools need to complete the exam (for example, Microsoft Office, adobe, etc.)

Online examination timetable

- m) Candidates shall be fully responsible for correctly noting the timetable of their online exams. They are expected to check their timetables regularly to note if there has been any change in the timetable.
- n) Online exam timetables shall be set so that no candidate would have two online exams scheduled clashing.

Admission to the online exam

- o) The virtual room, (e.g., zoom/big blue meeting) where the online exam is taking place shall be open 30 minutes before the examination starts.
- p) Students shall be available online fully logged into the virtual room and the e-learning platform at least 15 mins before the start of the examination.
- q) Candidates shall be required to start up their proctoring program before the examination starts. A proctoring program needs to be the same for all candidates taking an exam at a time. A proctoring program implemented by UTAMU needs to have the following features at least:
 - Identity authentication
 - Secure exam browser
 - Session recording
- r) Where necessary, candidates will be required to be always ready during the exam for invigilators to ask them for a 360 environmental scan.
- s) Unless instructed otherwise, candidates' microphones will be required to be always turned on during the exam.
- t) Candidates are required to present their university (picture) identification card to verify their identity before starting the exam.

During the online examination

- u) Candidates shall be required to always have their faces in full view of the camera during the online exam.
- v) Candidates shall be required to keep the microphones open during the online exam
- w) Communication of candidates with anyone other than the invigilator presenting online, or the module instructor present online is strictly prohibited during the online examination.
- x) The examination session shall be recorded for invigilation purposes. The video will be used to monitor, review, and inspect the examination session and as an evidentiary record for potential disputes between candidates and invigilators.
- y) Candidates shall not always leave their desk space during the examination session unless:
 - for a break period, as instructed.
 - they wish to submit their exam.

- z) Depending on the type and nature of the examination, candidates shall be required to complete their answers using a program like Microsoft Office and upload the files or answer directly on the e-learning system where the examination is taking place.

Submission of the online examination

aa) Depending on the exam itself, submission may be:

- Multiple submissions at any time – for example uploading completed word or excel files.
- Once at the end of the exam – for example a set button with a 'Finish Exam' prompt.
- Multiple submissions at the end of the exam.

bb) Once the online examination set time is up, the system shall lock and automatically submit all that the candidate has completed.