



School of Computer Sciences
Universiti Sains Malaysia

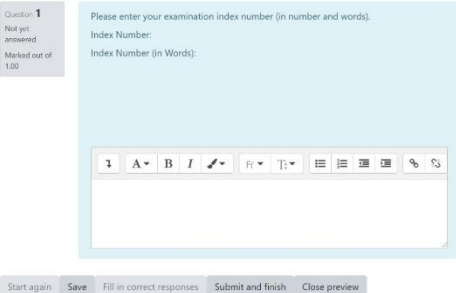
Standard Operating Procedure
First Semester Online Examination
ASYNCHRONOUS
(USM's Elearning Portal)

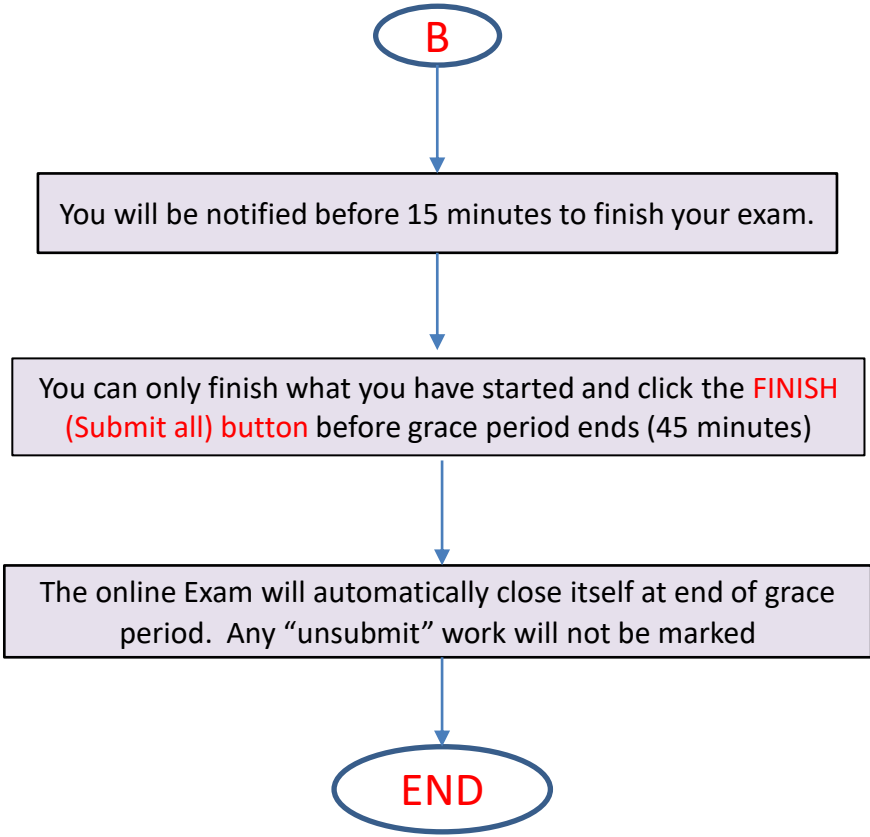
<https://elearning.usm.my/sidang2021/>

General Information :

- This exam will take place ASYNCHRONOUSLY
- Portal : USM's Elearning Portal
- Link : <https://elearning.usm.my/sidang2021/>
- Date and Time (**MYT-Malaysia Time**) : Follow main timetable released by Exam Unit <http://bpa.usm.my/images/docs/2020/jadual-waktu-20201229.pdf> & by school <https://cs.usm.my/> (Kindly also refer your Exam Slip in Campus Online)
- Please ensure you provide your INDEX NO. in Question 1- **COMPULSORY**.
- Exam will be set to NOT ALLOW any new attempts once exam has started.
- You are given grace period **45 minutes (Extra time)**
- Online Exam will **automatically CLOSED** after grace period.
- Any UNSUBMIT work will not be marked.
- There would **NOT BE A SUBSTITUTE EXAM**. Please make sure you attend the exam and submit your answers. Otherwise, you are failing yourself.

Responsibility	Process flow	Notes
Student	<p><u>Stage 1: Before Examination</u></p> <pre>graph TD; A[Log in : https://elearning.usm.my/sidang2021/] --> B[Proceed directly to the course you would attempt for exam in learning portal]; B --> C[Standby 15-30 minutes before exam]; C --> D[Read the exam instructions]; D --> E[In 15-minutes before Exam start - exam paper will appear on the bottom section of the page]; E --> F((A))</pre>	<p>ASYNCHRONOUS (USM's Elearning Portal)</p> <p>Announcement via Communication medium (i.e:whatsapp, telegram, elearning etc) by the lecturer</p>

Responsibility	Process flow	Notes
<p>Student</p>	<p style="text-align: center;"><u>Stage 2: During Examination</u></p> <p style="text-align: center;">A</p> <p>Begin your exam after instructed by your course lecturer</p> <p>Please provide your INDEX NO. in Question 1</p> <p>Connection problem during the exam- notify your lecturer via whatsapp or on other communication medium channel as instructed by lecturer</p> <p>Questions during the exam - post in whatsapp group or on other communication medium channel not via personal message</p> <p>Uploading files with diagrams etc, please ensure that you write your INDEX NO. beside each diagram.</p> <p style="text-align: center;">B</p>	<p>INDEX NO. –Kindly refer Exam Slip in your Campus Online</p>  <p>Announcement via Communication medium (i.e:whatsapp, telegram, elearning etc) by the lecturer</p>

Responsibility	Process flow	Notes
Student	<p data-bbox="490 161 929 194"><u>Stage 2: During Examination</u></p>  <pre data-bbox="407 215 1282 1043">graph TD; B((B)) --> A[You will be notified before 15 minutes to finish your exam.]; A --> B[You can only finish what you have started and click the FINISH (Submit all) button before grace period ends (45 minutes)]; B --> C[The online Exam will automatically close itself at end of grace period. Any "unsubmit" work will not be marked]; C --> END((END));</pre>	<p data-bbox="1425 444 1721 696">Announcement via Communication medium (i.e:whatsapp, telegram, elearning etc) by the lecturer</p>