

## **STUDENT ONLINE EXAM GUIDELINES – SPRING 2020**

1. During this time of COVID19 pandemic teaching and assessments have been conducted remotely through Distance Learning.
2. In the same way, final exams will be conducted remotely. The same STANDARDS and RULES of final exams will be observed.
3. With regard to the standards, the exam it will remain comprehensive with all the Program Objectives (PO) and Course Learning Objectives (CLOs) appropriately covered as stipulated in the syllabus.
4. Student who failed due to attendance (FA) before the lock down due to COVID19 will NOT be permitted to sit for the final exams. However, students who became FA after the lock down will be waived and permitted to do the exams.
5. During this period of Distance Learning, students with Academic Warnings, Probation, and Academic Dismissal will be EXEMPTED to do the exams.
6. The University will accord all students the OPTION to WITHDRAW from the Course(s) with no restrictions until the end of the last

week of teaching and before the final exams (this will not be allowed afterwards).

7. During the final exams, students are advised to obtain a CONDUCIVE place free from noise or any form of DISTURBANCE (create own examination section area). If with space limitation, a student is advised to make a temporary separation, for instance using a piece of cloth, to create own favorable place where to conduct the exam without disruptions.
8. As usual, strict adherence to student code of conduct during exams will not be RENEGED. In fact, this will be highly emphasized during this time of on-line assessment. For instance, cheating, plagiarism, talking, or creating disturbance of any manner will not be entertained. *Refer to the exam policies and the student code of conduct.*
9. Mobile phones will NOT be permitted unless with the absolute permission granted by the faculty.
10. The final examination will be MONITORED (proctored) electronically by assigned faculty invigilators. To enable this monitoring, students may be separated as deemed fit by the instructor during the exam. *Refer to the exam policies and the student code of conduct.*

11. Similarly, in order to have the examination environment maintained as conducive as possible, all the students will be required to have CAMERAS (on the laptop) which shall remain OPENED during the entire examination period. The student taking the exam MUST be visible (hence display of image backgrounds in order to hide will be treated as a violation of the UD exam policy).
12. We emphasize that use of cameras is for proctoring purposes only and that the university has taken EXTRA PRECAUTION to ensure this will not be abused (and that any VIOLATIONS will be treated as serious punishable offenses as per UD CODE OF CONDUCT and as per UAE REGULATIONS).
13. To facilitate the above, the student services is reaching out to the student to determine who needs URGENT SUPPORT. The university might be in a position to lend out some laptops for use during the final exams.
14. As we come to the end of the Spring semester, students are urged to get in touch with their respective deans, program directors, advisors and faculty teaching them to know of their exact STATUS and ADDRESS any issues in advance.

15. For any TECHNICAL SUPPORT, students are urged to get in touch with the IT department immediately to ensure any teething issues are sorted out in advance.
16. After the final examination, the actual grade obtained will be COMMUNICATED to each student using the NORMAL IN HOUSE PROCEDURE showing the grade and the actual cumulative GPA (CGPA) on the transcript.
17. The student is however granted the CHOICE to convert the Actual Grade to a Pass/No Pass grade in any course. This will not have any effect on their current CGPA standing. This change will be REQUESTED OFFICIALLY by filling a form through the university registrar. Once approved, the changed grade will REFLECT in the student's transcript. All documentations relating to this change shall be appropriately placed in the student file. *Refer to the Pass/No Pass Policy.*
18. To enable the above grade change, students will be ALLOWED 5 DAYS ONLY from the date of announcing the final grade. This is deemed sufficient time to make the decision. No request will be accepted after the lapse of the five days given.
19. The University will INDICATE, on each student's transcript, the semesters that were offered using Distance Learning including the Courses which the student chose to convert from the Actual Grade to a Pass/No Pass grade.