Student Guide for Online Exams

eLearning Agency at RCYCI

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Introduction

As your learning will be assessed online we have prepared this guide to help you get ready for this experience which might be new to you. To guarantee smooth and error-free exams, please read this guide carefully and get yourself and your PC ready.

The guide consists of valuable technical and non-technical tips that are very important to follow and refer to.

If you still need further help, please send us an email on e_learning@rcyci.edu.sa and we will be more than happy to help.

We wish you all the success.
Stay Safe.
The eLearning Agency at the RCYCI

Preparing Yourself for Online Exams

1. Make sure that you are familiar with the exam platform.
2. Check with your instructor for expected question types.
3. Prepare yourself to manage your time because exams are timed.
4. Study well even if the exam is an open book.
5. Avoid discussing your exam questions with others, exams can be with multiple versions.
6. Don't use Copy-Paste to avoid plagiarism.
7. It is strictly prohibited to publicize any part of the exam in any manner or any format (It is prohibited to take screenshots of the exam questions and post them on social media).
8. Practice! Some of the questions could be in a multiple-choice format, or they might require short sentences or long essays.

Taking Your Online Exams

- Make sure you read exam instructions before you start.
- Make sure you have all the allowed tools: scratch papers, pencils, eraser, calculator, etc.
- Check the exam schedule with your instructor.
- Don't be late! Set an alarm for every exam time and attend early.
- Keep track of the time, use the exam time wisely.
- Find a quiet area to take your exams and avoid talking to family or friends during exam time.
- Avoid taking unnecessary breaks.
- If the exam requires scanning and uploading your answer, you should be ready for some additional steps, as follows:

  1. Include the first page of the exam as a cover-page and fill in your student details (Name, ID, course code, date, etc.,).

  2. Organize your answer paper (numbering, separations, colors, etc.,).

  3. Uploading documents might take some time.

So, please allow enough time for this process.

4. Save your file with your ID number and file format. We recommend combining all photos in one pdf file before uploading.

Preparing Your Machine

- **Check your operating system functionality**
  - » Make sure your PC works properly.
  - » Make sure your device is fully charged and keep the power cable ready for use.
- **Check your System/Software**
  - » Make sure that you have more than one browser installed on your PC (Chrome & FireFox).
  - » Update your browser to use all the used platform   features.
- **Check your Internet Service**
  - » Make sure that you have a proper Internet connection.
  - » Check your network connection before starting your exams.
  - » Don't make your network busy with heavy browsing or large downloads.
  - » Don't use public Wi-Fi connections because they are not trusted.

» It is recommended to have a backup internet connection in case of emergency (e.g. using mobile hotspot).

• **Check Hardware Stability / Compatibility (PC, laptop, tablet, Smartphones)**

» Make sure that the online exam platform is compatible with the device you will be using when doing the exam, as some platforms support all devices (PCs, laptops, tablet PCs and smartphones), while other platforms only support PCs and laptops. Hence, we recommend that you use a PC or laptop when doing your online exams to be on the safe side.

» Check that your webcam, speakers, and mic are fully functional (if needed).

» Check your account access to the LMS (e.g. Moodle, Google Classroom, McGraw-Hill, etc.) at least one day before your exam.

» It is recommended to check your device before the exam with an IT specialist to resolve technical/system/hardware issues.

» Make sure you have direct communication with your instructors in case you need to speak to them during exams.

Reporting Problems (Technical and Nontechnical)

- You may need to check with your instructor about the platform that will be used in your online exam (e.g. Moodle, Google Classroom, McGraw-Hill, etc.) to assure system/ browser compatibility.
- You must report any technical incidents to your instructor immediately, take screenshots for a proof (e.g. failing to attend or submit your exams, getting a submitting confirmation).
- In case of an emergency, remember that your safety is always a priority. First, ensure you are safe, and then inform your instructor about the incident with evidence to get guidance.

Final Submission

- Make sure that you click on 'Submit' when you finish your exam.
- Review your answers before final submission as some exams do not allow multiple attempts.
- Make sure that you have received a confirmation of your submission and save it for your reference (e.g. taking a screenshot), if not, please report it to your instructor immediately.