

ONLINE FINAL EXAMINATION GUIDELINES

SESSION JANUARY –MARCH 2020

TEST ONLINE EXAMINATION	
Is there a sample Test Paper for us to go through?	Yes, there will be a past year sample paper on the LMS Main pages for test purposes. Students are advised to try it.
When will the Test Online Examination be available?	It will be available from 16 th April 2020 onwards on the LMS.
How will the Online Final Examination look like?	It is the same as the normal final examination. In the LMS, there will be two (2) set of papers: 1. Examination Question 2. Answer Sheet Students will only see the required papers for each examination.
ONLINE FINAL EXAMINATION	
When the Online Final Examination Semester January 2020 will be conducted for Full Time and Part Time?	The online examination will be available on the LMS as per schedule. Students are required to follow the schedule to assess the Online Final Examination
Where can I find the Online Examination Paper?	It will be posted in your module LMS under “ONLINE EXAM”. Once clicked start, the timer will begin. So students are advised to be prepared before clicking the start button.
What time can I start the Online Final Examination?	You may start at 10 minutes before the examination time. Please read through the instructions clearly.
What if I am not registered in a Subject?	Please notify Ms Nadiah at nadiah@asa.edu.my .
Must I download and print the Online Final Exam Questions and Answer Sheet?	Students are not required to print and download the Questions and Answer Sheet. Student may answer using Ms Word.

How many times can I upload my Answer Sheet?	Only once
How long is Online Final Examination for one subject?	The duration given is 4 hours including uploading the Answer Sheet or Graphs into LMS.
What if I do not manage to complete within 4 hours?	There will be a deduction of marks. For every 5 minutes delayed, there will be one mark deducted.
ONLINE EXAMINATION REQUIREMENTS AND ISSUES	
What do I need have to do this Online Final Examination?	You may need a computer and an Internet connection. You may also need an access to Kolej Asa LMS System. You may also need working papers, calculator, reference materials and other relevant materials.
Can I use open book or referencing during online Final Examination?	Yes, you may refer to open book or referencing. Exam has to be completed within 4 hours. Copying of friend's answer sheet files is not allowed. If any students are found doing so, the Online Final Examination marks will be 0 automatic.
Do I need to show working in the answer sheet?	It is not compulsory. Students can decide if they want to show working on the answer sheet. But lecturers may ask for the working sheets from the students on the calculation, if required.
What if the internet connection was bad and I am unable to upload the answer sheet?	Please email immediately the answer sheet to azliza@asa.edu.my with : • Full Name • Programme • Subject
What if I am not registered in a Subject or any Online Examination issues?	Please notify Ms Nadiah at nadiah@asa.edu.my .

Can I use my own papers and upload into Online Final Examination?	No, you cannot. But students can use their own graph paper and upload into LMS.
How to upload the graph paper?	Students can scan the graph paper in pdf (<i>sample shown below</i>) using: 1. Scanner 2. Android Phone- CamScanner 3. Apple Phone – Office Lens Please do not capture in camera as JPEG as it is not clear. We suggest to preload the applications before examination.
What if I am unable to take the Online Final Examination?	Please email Ms Nadiah with valid reason. After the MCO is lifted, you may take the Final Examination paper in Kolej Asa. Date confirmation has to be made earlier with Ms Nadiah. There will be no charges on this matter.
What if I have complications during Online Final Examination?	You may WhatsApp directly during examination: LMS Matters – Ms Azliza (019-3798685) Examination Matters – Ms Nadiah (019-6173809)