



The University of Transformation

RULES AND GUIDELINES FOR ONLINE EXAMINATION

26th August, 2020

From the Examinations Office

To all Concerned

PREAMBLE

For all on-line Examinations the student shall follow the Instructions provided below.

EXAM PERIOD

The Exam shall be done in **three (3)** hours, starting at the top of the hour.

LOGGING IN

The student shall have a window of thirty **(30) minutes** for logging in before Start time.

You should communicate with your Invigilator in case you face any challenges, within this logging in window.

GRACE PERIOD

A grace period with a maximum of thirty **(30) minutes** shall be offered by the invigilator after the elapsing of scheduled exam time in the event that there were disruptions occasioned by Wi-Fi network coverage or power fluctuations.

EXAMINATION INSTRUCTIONS

1. Attempt ALL the five (5) questions
2. Each question shall be worth twenty (20) points.
3. The entire exam is worth a hundred (100) points.
4. Write ONLY on the space provided on-line or otherwise instructed.
5. Where necessary Show your working clearly.
6. Do **NOT** attempt to access any online or book based (written, audio or video) sources for your answers unless this is clearly advised in the question.

Approved on 26th August,2020 on the 38th Senate Meeting

RULES AND REGULATIONS

1. No phone calls to the student unless in reaching the examiner/invigator.
2. All students should download a scanner on the phone should there be need to scan handwritten work. Scanned work should be uploaded within the stipulated question.
3. There should be no other people in the examination table/space/room/vicinity
4. Students should have alternative sources of internet connectivity to mitigate any disruptions.
5. If using a PC, ensure it has uninterrupted power supply for the whole period of the examination.
6. If using a laptop, ensure it has enough charge for the three (3) and a half hour during the exam period.
7. Ensure that you submit your examination once you have finished,
8. Note that the exam time cannot be extended once time elapses.
9. You are expected to seat in one place for the whole exam period. In case there is need to step out, seek for permission on the chat platform.
10. Ensure your webcam is on throughout the exam period.
11. The environment ought to have adequate lighting to enable, at all times, a full view on the webcam of the student's full face, including the eyes.
12. During the exam period, you are not allowed to leave/exit or minimize the LMS Platform.
13. There should be no other computer programs running in the background.

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