

7 April 2022

Email Subject: 📧 Important: Online Examination Arrangements and Training Sessions

Message from Examinations Office

Dear Students

We are writing to provide you with detailed arrangements about the online examinations via OLEX and OLEX-Moodle to be held this semester.

ARRANGEMENTS/MEASURES IN ONLINE EXAMINATIONS

Two Devices & Two Zoom Meetings

1. Online examinations will be held on either the OLEX or OLEX-Moodle platform during the period May 6 to June 17, 2022. Two Zoom meetings (i.e. the Zoom Invigilation session and the Desktop-sharing session) will be arranged for each student.

(a) Students are required to join the Zoom Invigilation session with their desktop/ laptop computer attempting the examination for live proctoring by an invigilator and communication with the invigilator and also with their mobile phone for capturing their working environment.

(b) Students are at the same time required to join the Desktop-sharing session, as scheduled by the University on their behalf, with their same working computer to share the complete desktop screen with the invigilator and also record it throughout the examination. The Desktop-sharing session shall be recorded onto your computer and then uploaded to your OneDrive/ Google Drive. You shall arrange, within the designated timeframe after the examination (i.e. within 6 hours after the examination end time for examinations starting before 6:30 pm, or within 12 hours after the examination end time for examinations starting at or after 6:30 pm), to share, via OLEX, the location of your local recording on OneDrive/ Google Drive with the University, for the purposes of verification of the student's identity, checking of examination environment, handling of irregularities in the examination, or any related purposes for upholding the fairness and integrity of the examination.

(c) You must join the Zoom Invigilation session with two devices and the Desktop-sharing session. Failing to comply with any of the above-mentioned arrangements may risk your answer script being rejected by the Examiners.

Please refer to the corresponding guides/instructions for detailed arrangements about the online examinations:

(i) Instructions to Candidates for Online Examinations

(http://www.exam.hku.hk/pdf/instructions2candidates_online_exams.pdf)

(ii) Advice for Taking Proctored Exams via the OLEX System and the OLEX-Moodle

(<http://www.exam.hku.hk/getProtected.php?tname=protected/pdf/guideline.conducting.proctored exams.panopto.zoom.pdf>);

(iii) Step-by-Step User Guide for Students Using OLEX (<https://its.hku.hk/kb/olex-user-guide/>).

15-minute Grace Period for Answer File Submission

2. For examinations via OLEX and OLEX-Moodle Assignment, there is a grace period of 15 minutes after the end time of the examinations for students to upload their answer file to the examination platform.

No Early Leave

3. Students are required to stay until the end of the examination session and shall not leave the examination early. Even if they have finished the examination early and uploaded their answers before the designated end time of the examination, they cannot exit the Zoom meetings or stop the recording of the Desktop-sharing session, and should continue to stay in their seat under the supervision of the invigilator until the grace period for uploading answers has ended and they are instructed to leave.

Mandatory Mock Examination

4. Mandatory mock examinations have been arranged during the period May 3 to 7, 2022 for all students so that they can familiarize themselves with the online examination arrangements and test their equipment before the actual examinations. Each mock examination lasts for 15 minutes, and you are required to login the Mock Site of OLEX 30 minutes before the start time. At the end of the mock examination, there is a 15-minute grace period for scanning and uploading of answers. Please find the Mock Examination Timetable on our website at www.hku.hk/exam (go to “University Examinations & Examination Timetables”) and attend the mock examination(s) accordingly.

WHAT YOU SHOULD DO BEFORE THE EXAMINATION

5. Both the OLEX and OLEX-Moodle platforms are accessible via the same OLEX Main Page. Before you can access this Main Page and the platforms, you must register on OLEX <https://olex.hku.hk/exam/register.html> during the period April 11 to 23, 2022, or else you will not be able to access the OLEX Main Page or these platforms.

6. After you have registered for the OLEX system, you can practise the online examinations at the drill site until 21:00, June 16, 2022.

7. You should also download the latest version of Zoom onto both your desktop/ laptop computer and mobile phone and login once at <https://hku.zoom.us> on or before Saturday, April 23, 2022 with your HKU Portal UID/PIN. You should change your Display Name to your full name as shown on your HKU University ID Card.

8. All students taking online examinations are required to take part in the mandatory mock examinations. Please check the schedule of your mock examination(s) and diarize accordingly.

9. Please refer to your personal examination timetable for the date, time and special notes for each of your examination. The relevant course coordinators may also contact you separately for other details of the examinations (such as whether the examination answers should be typed or handwritten).

10. You may access the OLEX system, the drill site and the Mock Exam site via the following links:

OLEX Exam Site (opens on April 25, 2022):

(a) <https://olex.hku.hk/exam/hku-exam> or

(b) <https://124.71.11.233:8071/exam/hku-exam> (for connection in Mainland China)

OLEX Drill Site (opens on April 11, 2022):

(a) <https://drill-olex.hku.hk/exam/drill.html> or

(b) <https://124.71.11.233:8073/exam/drill.html> (for connection in Mainland China)

OLEX Mock Exam Site (opens on April 19, 2022):

(a) <https://mock-olex.hku.hk/exam/hku-exam> or

(b) <https://124.71.11.233:8075/exam/hku-exam> (for connection in Mainland China)

BRIEFING SESSIONS FOR ONLINE EXAMINATION

11. Briefing sessions will be conducted jointly by the Information Technology Services (ITS) and the Examinations Office on April 12 and 13, 2022 to allow you a better knowledge of the arrangements of the online examinations. Please visit <https://its.hku.hk/events-category/online-examination/> for details and registration.

Students anticipating difficulties in complying with the invigilation requirements or having any other questions about the examination arrangements should contact the Examinations Office (olex@hku.hk) for advice/assistance. For technical support, you may contact ITS at olexhelp@hku.hk or call the hotline at 852-39102523.

Best Regards

Judy Cheung

Examinations Secretary