

Messages from Exam Office - NEW ARRANGEMENTS/MEASURES IN ONLINE EXAMINATIONS

Dear Students

Starting from December 2019, online examination has become a crucial means for conducting examination when in-person examination is not possible to be arranged. With a view to upholding the fairness and integrity of the examinations, the examination arrangements are reviewed from time to time. We are now writing to provide you with detailed arrangements about the online examinations to be held at the end of this semester.

NEW 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 10 to 29, 2021. 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.

Please refer to the corresponding guides/instructions for detailed arrangements about the online examinations in May 2021:

(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 (https://intraweb.hku.hk/reserved_1/tlearn/guidelines/Advice_for_Taking_Proctored_Exams_via_the_OLEX_System_and_the_OLEX.pdf);

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

15-minute Grace Period for Answer File Submission

2. For examinations via OLEX and OLEX-Moodle Assignment, there is in general a grace period of 15 minutes after the end time of the examinations for students to upload their answer file to the examination platform. For examinations in which the examiner prescribes a different length of grace period, such information is specified in the special notes of the examinations concerned in the online examination timetables. Please note that no student can leave the Zoom meetings during the grace period.

WHAT YOU SHOULD DO BEFORE THE EXAMINATION

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>.

You should complete the registration within the registration period (i.e. April 9 to 16, 2021), or else you will not be able to access the OLEX Main Page or these platforms.

After you have registered for the OLEX system, you can practise the online examinations at the drill site

<https://drill-olex.hku.hk/exam/drill.html>

or

<https://124.71.11.233:8073/exam/drill.html>

(for connection in Mainland China) from Wednesday, 14 April 2021 till 21:00, Thursday, 27 May 2021.

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 April 16, 2021 with your HKU

Portal UID/PIN to change your Display Name in the Profile:

First Name : Please enter your full name as shown on the HKU University ID card.

Last Name : Please enter “_”.

All students taking online examinations are required to take part in the mandatory mock examinations, to be held during the period Monday, May 3 to Saturday, May 8, 2021, so that you can familiarize yourself with the examination arrangements and for equipment testing before the actual examination. The duration of each mock examination session is 50 minutes only. Please visit the timetables of the mock examinations via

<http://www.exam.hku.hk/> → “University Examinations & Examination Timetables” → “OLEX Mock Examination Timetables” from April 21, 2021

onwards and attend the examinations accordingly.

If you anticipate that online invigilation is not feasible at your own place due to poor network connectivity or any other constraint, you should apply for a special arrangement with the Examinations Office via

<https://cprb.hku.hk/studentforms/>

on or before April 26, 2021. Alternative arrangement such as provision of examination venue in the campus can be granted if there is solid ground supporting the application. All applications will be considered on a case-by-case basis.

BRIEFING SESSIONS FOR ONLINE EXAMINATION

You are encouraged to attend one of the following identical briefing sessions, to be jointly conducted by the Information Technology Services (ITS) and the Examinations Office, to help you prepare for the online examinations.

Introductory Session on Online Exam Platforms (OLEX & OLEX-Moodle)

Date: 14 April 2021

Time: 2:30 pm – 5:30 pm

Venue: KB223

<a class="moz-txt-link-freetext"

href="https://hkuems1.hku.hk/hkuems/ec_hdetail.aspx?ueid=74528">https://hkuems1.hku.hk/hkuems/ec_hdetail.aspx?ueid=74528

Quota: 100

Venue: Via Zoom Meeting ID and Password will be provided one day before the training <a

class="moz-txt-link-freetext"

href="https://hkuems1.hku.hk/hkuems/ec_hdetail.aspx?ueid=74530">https://hkuems1.hku.hk/hkuems/ec_hdetail.aspx?ueid=74530

Quota: 990

Introductory Session on Online Exam Platforms (OLEX & OLEX-Moodle)

Date: 15 April 2021

Time: 9:30 pm – 12:30 pm

Venue: MWT1

<a class="moz-txt-link-freetext"

href="https://hkuems1.hku.hk/hkuems/ec_hdetail.aspx?ueid=74531">https://hkuems1.hku.hk/hkuems/ec_hdetail.aspx?ueid=74531

Quota: 140

Venue: Via Zoom Meeting ID and Password will be provided one day before the training <a

class="moz-txt-link-freetext"

href="https://hkuems1.hku.hk/hkuems/ec_hdetail.aspx?ueid=74533">https://hkuems1.hku.hk/hkuems/ec_hdetail.aspx?ueid=74533

Quota: 990

If you have any questions about the examination arrangements, please email us at <a class="moz-txt-link-abbreviated"

href="mailto:olex@hku.hk">olex@hku.hk. For technical support, you may contact ITS at <a

class="moz-txt-link-abbreviated"

href="mailto:olexhelp@hku.hk">olexhelp@hku.hk.

Best Regards

Judy Cheung

Examinations Secretary