



Final Exam Guidelines and Instructions for Students

Spring Semester 2021-22

Following the Ministry of Education instructions, the Final Exams for the Spring Semester 2021/2022 will be held on-campus (face-to-face) during the scheduled times. Strict Health and Safety precautions and measures will be implemented per the directives of UAE authorities to ensure health and safety of the students, faculty and invigilators.

Students sitting for (face-to-face) final exams must use their own computers “laptops” (similar to online exams). Students are requested to present his/her University ID card or other approved official identification with photograph to verify their identity before sitting for the exam.

System Requirements

- Exams must be taken using Respondus Lockdown Browser and Monitor. To Download and Install Lockdown browser Please click [here](#).
- For system check steps, please click [here](#).
- UAEU does not allow the final exams to be taken using iPad. However, if a student does not own a laptop or a desktop, he/she can take the exam using an iPad **only after sending an email to the course instructor** indicating that **“he/she is willing to take the exam using iPad under his/her own responsibility”**.
- Each student should ensure that his/her computer is updated with the latest available operating system applications and has the Respondus Lockdown Browser installed as instructed in the tutorials broadcasted to all students. Failing to do so may result in the inability to view or access parts of the exam or may prevent some features from functioning as required.

Health and Safety

- The following categories of students are allowed to access the campus to perform their exams in person (face-to-face), conditional upon providing negative Covid-19 (PCR) test results for a period not exceeding 96 hours:
 - Students who received the first dose of COVID-19 vaccination.
 - Unvaccinated students.
 - Students who have an official medical exemption from receiving the vaccine.
- For students who received two doses of the vaccination (and booster shot if required), there will be no change to the current campus access procedures (need to present a negative PCR result not exceeding 14 days) in addition to showing the vaccination dates on ALHOSN application.
- Access to University hostel is limited to students who have received two doses of an approved vaccine (and booster shot if required), along with the need to present a negative PCR result not exceeding 72 hours.
- Wearing a facemask at all times in the campus.
- Maintaining safe distancing.
- Students, faculty and staff must access the exam halls using the designated entrance and exit points.
- Exam halls will be sanitized after each exam session

Students exempted from attending on-campus exams

- Students who are diagnosed with Covid-19 are not permitted on campus. Their final exams will be rescheduled to be held either on-campus or online in coordination with the concerned college (advising unit and course instructor) upon submission of supporting documents before the exam date for college approval. In case the student chooses not to sit for retake exam during the final exams period, incomplete grade will be assigned, and the retake exam should be taken during the following academic semester.



- For hostel students with an official medical exemption from taking the vaccine during the final exam period, they must provide an official medical report to their college so that they can sit for the final exams remotely (online) synchronously while exams are offered to other students on campus.

Students listed in any of the above categories are requested to contact the concerned college (advising unit) and the course instructor to provide supporting evidence (documents) to make necessary arrangements ahead of the exam date.

Important Instructions to Students On-Campus Exams

- Check the exam timetable carefully to confirm the exam time and location through University System (e-Services) and UAEU App. (under Student Services).
- Have your University ID card or other approved official identification with photograph in the exam hall.
- Bring your laptop (fully charged 100 %).
- Arrive to the exam location at least 30 minutes before the start of the exam.
- Be seated in the exam hall as directed by the invigilator.
- Ensure your laptop is functioning properly and logged into Blackboard at least (10) minutes before the start of the exam.

Prohibited Items

- The table or desk should be free of papers, lecture notes, books or other materials unless previously specified or permitted by the course instructor and stated in the exam terms. There should be no documents, notes or posters visible on desk.
- Students are not permitted to use any of the following, unless clearly indicated in the exam instructions:
 - Calculators or calculator apps available on the computer or other smart devices or mobile devices.
 - Textbooks and class notes, including hard copies and digital material displayed on a device or on the student's computer.
 - Access to any website.
 - Headphones or EarPods.
- Students are prohibited from sharing any exam questions or answers through any means of communication such as websites, programs, social media, phones or any other devices.

Student Steps for Accessing the Exam:

1. Close all applications and programs, including your email.
2. Click on the lockdown browser icon on the desktop after installing it.
3. Login to Blackboard with your University account username and password
4. Click on the course name.
5. Click the Online Exam or Final Exam link in the course content area or as identified by the course instructor
6. Follow instructions and then click 'Begin'.
7. The first 5 to 10 minutes of the exam will be spent on the identity verification and camera and microphone setup.
8. Please note that the timer is displayed at the top of the screen
9. Exam questions may be displayed on one continuous screen or across several screens, depending on the settings selected by your instructor.
10. Click "Submit" when you finish the exam, which may not exceed the allowed exam time set by the instructor.

Important Instructions to Students for online exams

Environmental Requirements for Online Exams

Regulations for the off-campus online exam environment should mimic those for a standard face-to-face exam. Students must behave in the same way they would in a regular exam session in the University Campus. Additionally, students must pay attention to the following:

Noise Levels and Attendance:

- A quiet, secure and well-lit room occupied by the student only for the duration of the exam.
- All Smart devices, including mobile phone(s), smart watch, EarPods, and tablet(s), must be switched off and must be placed away from the student and the computer that the student uses for exam.
- TV, radio, music or any other audio-visuals, which are not officially a part of the exam should be turned off.
- Students are not allowed to communicate with anyone at any time during the exam, except to notify the course instructor (or the exam proctor) of a technical difficulty in the exam.
- No other individuals may be present in the room or enter the testing area for the entire duration of the exam.
- Students are not allowed to leave the room while taking the exam.
- Students of determination may have additional requirements, which should be put in place before the start of the exam.

Necessary Equipment

- The student's computer and web camera should be in perfect working order and properly placed on a table or a desk.
- Proper and reliable Internet connection is required.
- Only the computer that the student uses to take the exam is permitted in the room. No other devices or materials are allowed unless previously specified or permitted by the course instructor and stated in the exam terms

Web Camera and Recordings:

- The web camera must be in perfect working order and properly installed on the top of the desk computer monitor or built into the laptop used for the exam.
- The web camera must be clear and focused on the student for the full duration of the exam.
- The web camera lens should not be covered at any time during the exam.
- Students must have their full faces within the range of the proctoring cameras during the exam time. Failure to do so will lead to disqualifying the exam
- The web camera will record the student's actions throughout the exam period. The recording will be archived in the main University database and system.
- The microphone must be in perfect working condition as audio will be recorded during exam.
- Recordings will be treated with full confidentiality to maintain student's privacy.
- Recordings will be used for the sole purpose of monitoring the student behavior during the exam and for potential future use (if necessary).
- Recordings will be used as evidence in investigating suspected cases of misconduct.
- The content of the video will not be disclosed nor shared outside the intended context.
- Exam recordings and answers will be archived till the end of appeal period.

Exam Duration and Number of Attempts

- Exams will have a specific time duration highlighted clearly in the exam instructions.
- The exam will end when the student clicks on the 'submission' button to submit his/her answers or automatically when the time allowed for the exam session expires.
- Students must complete the entire online exam session in one sitting.
- Once the student submits his/her exam results and/or the time allocated for the exam expires, the exam will be considered completed by the system and the student cannot restart the exam.

Interruption of Internet Connection/Technical Glitches during Online Exams

- If the online exam is interrupted due to problems with the Internet connectivity or any technical glitches, the student should report the case immediately to the invigilator (in case of face-to-face exam) or sending the examiner and the advising unit an official email (in case of off-campus exam).
- If the reasons for missing the final examination are substantiated as legitimate by the college, the student will be permitted to sit for another exam at a time agreed by the course instructor within the final exams period.
- In case the student chooses not to sit for the retake exam, a grade of Incomplete (I) will be granted and the student will be permitted to take an appropriate final examination no later than the end of the following academic semester.

Academic Misconduct

1. Cheating, facilitating or aiding dishonesty during the exam is a violation of the student code of conduct, which will result in disciplinary actions that vary from warning to dismissal from the University.
2. In addition, students will be subject to disciplinary actions if they commit identity fraud including failure to present a photo ID prior to the start of the exam or allowing someone else to write the exam on their behalf.
3. Exam proctors are responsible for ensuring that students follow all rules and regulations to avoid cheating during the exam. Therefore, they are expected to be familiar with exam rules, regulations and the aspects of student misconduct.
4. All online exam sessions will be automatically recorded. The recordings will be reviewed in case of suspicious activities that suggest cheating on the exam, including before and after the start of the exam as well as if there is a dispute or an appeal by the student.
5. Cheating or any other misconduct during the exam will be subject to the disciplinary actions outlined in the university policies and procedures. If a student is suspected of breaching the Student Code of Conduct, s/he will be subject to a review by the Students Disciplinary Board.