

PREPARING FOR ONLINE SUPERVISED EXAMS

What you need to know

BEFORE EXAM DAY: WHAT YOU NEED TO PREPARE

HARDWARE & SOFTWARE

First device



Desktop/Laptop with webcam, speaker, microphone

Second device



A second device, e.g., mobile phone, with latest version of [Zoom](#) and [Microsoft Teams](#) installed

TWO EXAM TOOLS

- 1** [LumiNUS](#)
 - Recommended browser is Chrome/Firefox
 - Always use a fresh log-in when starting an exam
- 2** [Exemplify](#)
 - Ensure you are using the [officially supported version](#)
 - Download the exam paper as early as possible

THREE THINGS TO LOOK OUT FOR

- 1** Ensure your internet connection is reliable
- 2** Identify a suitable place to sit for the exam
- 3** Test your device by accessing the [NUS Zoom test site](#)

ON EXAM DAY: WHAT YOU NEED TO DO

ON EXAM DAY

- ✓ Log on to Teams and Zoom. Your logon display name must match your name on your matric card
- ✓ On the device running Zoom:
 - **turn on speakers** so that you can hear the invigilator
 - **enable video** to allow for a clear view of your workspace
 - **mute microphone**
 - if asked, **allow** host to unmute you at any time
- ✓ Position the second device at the side for a clear view of the your face, hands, the exam device, and surrounding workspace.



NOTES

Ensure all your devices are working well, fully charged and connected to power supply.

Provide official identification card for verification

DURING EXAM

- ✓ After verification is done, wait for further instructions from the invigilator
- ✓ For Exemplify and LumiNUS Quiz - the invigilator will announce a password for you to start the exam
- ✓ For LumiNUS Files - your exam paper will only be accessible at the stipulated time

ACADEMIC INTEGRITY

- ✓ Familiarise yourself with [academic integrity](#).
- ✓ Demonstrate honest behaviours

SUBMISSION OF EXAM

- ✓ Ensure that you have **successfully** submitted your online exam response
- ✓ If you have to capture handwritten response, take a photo using **Microsoft Lens** app ([Android](#)/ [iOS](#)), and upload the pdf file on LumiNUS Files
- ✓ You should only leave the Zoom meeting when the invigilator says that the exam is over and that you may leave

If you encounter any problems or require clarifications, alert your invigilator by clicking the "**raise hand**" button on Zoom.

Your invigilator will respond via text chat on **Zoom**.

You may be asked to chat with Online Exam Support on **Microsoft Teams** for technical issues.



RESOURCES

- [Take home exams](#)
- [Proctoring with Zoom \(student guide\)](#)

SUPPORT

- [Online Exam Support Help Desk](#)
- [Online Exam Support Information](#)