

REGULATIONS

**Regarding: Online examinations on Learning Management System (LMS) for students of the International Program
Academic year: 2021-2022**

1. Requirements for students taking online examinations

1.1. Required equipment:

- Each student taking the online exam shall have one of the following Internet-connected and browser-installed devices for access to the School's LMS system:
 - + 01 personal computer and 01 webcam.
 - + 01 personal computer and 01 camera-equipped phone.
 - + 01 laptop equipped with camera.
- The battery for any device used must accommodate the entire span of the exam.
- Webcam/Camera (both front and back), speaker, and microphone of the devices mentioned above must be in working order for the duration of the exam.
- Students shall make sure applications other than the School's LMS and Google Meet (e.g. notification sound, voicemail, etc.) will not interfere with the exam.
- Students should prepare a device for contacting the examiner (telephone or cellphone) in case of emergency: loss of Internet connection, unstable connection, malfunctioned camera, power outage, etc.

1.2. Code of conduct for online examination:

- Students shall be present at least 15 minutes before the exam time to be approved access into the exam room.
- Students should choose a quiet, tidy and well-lit place, with no presence of any other person, to take the test and to ensure the quality of their Google Meet presence.
- Students must not bring to the test-taking space any materials during exams that do not allow materials.
- Students' Google Meet account should be named after their full Vietnamese name

with diacritics.

- All devices used in the examination shall be displayed in front of the students.
- Adjustment shall be made on examiner's request if any.
- Headphones must not be used (except for students using personal computers that do not connect with any microphone or speaker). Students must not let their hair cover their ears; schoolgirls are required to tie their hair up high and schoolboys with long hair are required to keep their hair tidy and their ears visible.
- Students must wear the School's official uniform during the exam; newcomers without School's uniform may wear their old school's uniform or white shirt. Please keep a neat and tidy outlook.

2. Exam room access and conducts of online examination:

- Students log in to the School's LMS system on their device(s) as per instructions. Students then log in to Examination Room (Google Meet) so that the examiners can monitor their progress, then follow the links to the online examinations.
- In the Examination Room, students shall listen to and follow the examiners' instruction on the conduct of online examination and wait until exam time.
- Exam link shall automatically allow access at exam time and students begin to take the test (either in multiple-choice, written, mixed, oral, or presentational format, etc.)
- Students must make sure they are taking the exam with the right code.
- Should students wish to use scratch paper, such paper must be blank (clear of any writing and symbols) and shown to the examiner (both pages) before the exam.
- Students shall take the exam on 01 device only; speaker(s) shall be turned on for instruction from the examiner; microphone (on Google Meet) shall be turned off to avoid interference; camera shall be turned on during the entirety of the exam.
- Students must not log out of their browser during the exam. In case of emergency, please report to the examiner council immediately for support.
- Students must not open another window or browser during the exam.
- At the end of exam time and upon submission, exam link shall automatically close,

disabling submission button (for file submission) or auto-forcing submission (for exam taken on the LMS system). Thus, students should make sure they submit their work within allotted time. Failure to complete or submit the test after the allotted time will not be dealt with regardless of excuse.

- At the end of the exam, students shall not log out until the examiners have verified all details pertaining to the exam.

3. Reminders regarding online examination:

3.1. Examinations in written format or mixed format:

- Students do the test directly on the School's LMS system or write their answer on an exam paper of approved format.
- For handwritten answer: at the end of the exam, students are allowed 05 minutes to take pictures of their answer using their phone and send the submission. After submission, students shall place their phone on the desk and shall not log out of until the examiners have verified all details pertaining to the exam. Examiner 1 shall carry out verification while Examiner 2 monitors the students.

3.2. Examinations in multiple-choice format

- Students will take the test on the School's LMS system.
- Each student is allowed only 01 try for multiple-choice exam.

3.3. Examinations in oral format:

- Students are asked random question(s) on the exam paper.
- Student's answer(s) will be recorded.

3.4. Examinations in presentational format

- Student's presentation will be recorded by the examiners.

4. Emergency support during the exam:

- Should any issue arise on the student's end during the exam, please immediately contact the examiners for support.
- Should any issue caused by no fault of the student arise and halt a multiple-choice exam indefinitely, the student will take another exam as scheduled by the School.

Should any issue caused by no fault of the student arise during an oral exam:

+ Student may continue their turn later in the session if the issue happens once and is resolved within 15 minutes (and there is enough time left in the session as allotted);

+ Student shall take the exam in another session or on another day as scheduled by the School if the issue is not resolved within the allotted time of the session.

- Should any issue caused by no fault of the student arise during a written exam:

+ Student continues their test and is not rewarded any bonus time if the issue happens once and is resolved within 5 minutes.

+ Student shall take the exam on another day as scheduled by the School if the issue is not resolved within 15 minutes.

- Students failing to demonstrate the issue on their end is caused by no fault of their own will get 0 (zero) mark and will not allowed resit.

5. Violations of exam regulations

5.1. Committing any of the following violations will result in a violation record:

- Student leaves their seat or the camera frame without permission of the examiner (except for medical emergency).

- Student talks during the exam (except for conversations with the examiner).

- Student reads aloud the answers, with the intent of letting others hear them.

- Student moves away from the camera's focus so that the examiners cannot get a clear view of what they are doing; student does not respond to the examiner.

- Student deliberately disconnects, turns off camera or microphone (in exams that require students to turn on their microphone) during the exam.

- Student deliberately changes their exam code.

- Examiner sees another person approaching the student.

- Examiner finds out that student(s) cheat during the exam (bringing unapproved materials, using other technical devices not required for the exam, disclosing the exam to outsider(s), receiving from or providing answers to any other person by any means, using body or sign language etc. to get the answers across).

- Student opens another window or browser during the exam, regardless of excuse.
- Student wears headphones, engages in group call or discussion on social media, etc.
- Other person takes the exam on behalf of the student by any means.
- Student interferes with, sabotages, or causes issues with the system or with other student's test-taking progress.
- Other violations that affect the exam and/or the results.

5.2. Penalties for aforementioned violations depend on the type and extent of each violation and shall include disciplinary measures as defined in regulations of the School and Ministry of Education. Student and their parents shall be informed of such measure.
