

## September 2020 Examination Session

The September Examination Session commences on **Tuesday, 1<sup>st</sup> September, 2020**.

In preparation for the coming examination session, a dedicated Assessment 2020 webpage has been prepared jointly by the Office of the Registrar and IT Services. The webpage can be accessed through the following link:

<https://www.um.edu.mt/services/coronavirus/assessments2020>

The webpage provides comprehensive information regarding both Exam VLE and WISEflow, timed and take-home examinations, examinations to be held on campus, as well as submission of assignments, dissertations and theses on UM VLE. Information about viva voce examinations using the Zoom facility together with the relevant guides, training material and a list of FAQs may be accessed through the site together with examination notices and absence from examination for:

Undergraduate students

[https://www.um.edu.mt/data/assets/pdf\\_file/0004/419935/ExaminationNotice\\_ug.pdf](https://www.um.edu.mt/data/assets/pdf_file/0004/419935/ExaminationNotice_ug.pdf)

Postgraduate students

[https://www.um.edu.mt/data/assets/pdf\\_file/0003/419934/ExaminationNotice\\_pg.pdf](https://www.um.edu.mt/data/assets/pdf_file/0003/419934/ExaminationNotice_pg.pdf)

MDS, MD, FST and Liberal Arts and Sciences students

[https://www.um.edu.mt/data/assets/pdf\\_file/0006/419982/ExaminationNotice\\_MDSMD\\_FSTLiberalArts.pdf](https://www.um.edu.mt/data/assets/pdf_file/0006/419982/ExaminationNotice_MDSMD_FSTLiberalArts.pdf)

The results of examinations that were held during **Semester 1** will be held in the same manner - physically on campus and invigilated.

The results of examinations that were held during **Semester 2** will be held in the same manner as was done in June, i.e. remotely, either through Exam VLE or through WISEflow. If the method of assessment had been changed to an assignment, the assessment will again be through an assignment.

Students are to refer to their respective Faculty/Institute/Centre/School for the September 2020 Examination timetable.

## **September 2020 Examinations to be held on Campus (September examinations for Semester 1 session)**

The University is fully committed to follow the guidelines issued by the Health Authorities concerning examinations. All students are required to abide by these guidelines including maintaining social distancing as required.

Students are required to wear a mask or visor when entering and exiting the building. Students may opt to wear them also during the examination but may be required to remove them temporarily until their identity is confirmed.

The temperature of students and invigilators will be taken before the start of the examination. If the temperature is higher than 37.2 °C, the student will be required to wait a few minutes till the temperature is taken again. If the temperature remains higher than 37.2 °C, the student will **not** be allowed to sit for the examination. In order for temperature to be taken in an orderly manner, **students are required to be at the examination venue at least 30 minutes prior to the start of the examination.**

Sanitisers are in place in all examination venues and every person entering the examination venue will be required to sanitise their hands.

All examination halls will be set up in a manner where students will have at least 2m distance from each other.

Students who, on the date of their examination/s, are in **mandatory quarantine** as required by the Health Authorities should provide the document sent to them by the Authorities to their Faculty Manager/Office in charge before the date of the examination. The University will make arrangements so that students sit for the missed examination/s within a period of up to approximately 15 days from when the mandatory quarantine ends.

### **Mobile Phones, Smart Watches including Health and Fitness Smart Watches and similar equipment are not authorised**

You are also reminded that under no circumstances should mobile phones, tablets, smart watches (including health and fitness watches), programmable calculators, laptops or similar equipment be kept by you (on your person or on your desk, whether switched on or not) during an examination in the examination room itself as well as in toilets. All such equipment, including smart watches, should be switched off and placed in your bag or handed over to the invigilators before the commencement of the examination. **Possession of any such device, even if switched off, is subject to disciplinary action by the University Assessment Disciplinary Board.**

### **Anonymity of Scripts**

Do not indicate your name or any other personal identification on the examination script except in the section indicated on the cover. Disclosing your identity to the examiners, by any means, is also subject to disciplinary action by the University Assessment Disciplinary Board.

### **Blue/Black Ink**

Students should write their answers legibly in black or blue ink. Answers in pencil are not allowed unless specifically instructed otherwise.

### **September 2020 Examinations to be held online (September examinations for June session)**

Please be aware of the following important points to be kept in mind, both before and during examinations:

What do I need to do before my exam?

#### **(i) Access to Exam Platforms**

Make absolutely sure that you check beforehand access to the particular exams that you need to take, on both the Exam VLE and WISEflow. Check ease of access into the exam area 24 hours before the start of the exam and contact your Faculty immediately if you come across any difficulties.

#### **(ii) Resources required**

Make sure that any resources required for every exam: e.g. calculators, graph paper, blank paper etc. is readily available to you before the exam starts.

#### **(iii) Academic information**

Be aware of any the word count requirement and any need for references that may be expected from you for take-home exams. If in doubt, check beforehand with the information communicated by your Faculty.

#### **(iv) Charge your laptop or tablet**

Make sure that your laptop or tablet is fully charged, well before the examination. This would be a safeguard in case you have problems with the supply of electricity during the examination.

Set up your mobile phone as a hotspot in case this is required.

#### **(v) Academic Integrity, Plagiarism and/or Collusion**

The University takes a very serious view of any cheating or attempts at cheating during examinations. In all your assessments, you are expected to uphold the principles of academic integrity. For the sake of clarity, plagiarism is the unacknowledged use, as one's own, of work of another person, whether or not such work has been published. Collusion is collaboration among students to produce answers to exam questions, assignments etc where such collaboration is not permitted.

You are required to be fully aware of the guidelines and regulations concerning student conduct. These may be accessed through the following link: <https://www.um.edu.mt/registrar/studentconduct>

If plagiarism and/or collusion are suspected, you may be required to take a viva voce examination, and disciplinary action may be taken. These may result in the examination concerned being cancelled, besides other disciplinary action as decided by the University Assessment Disciplinary Board.

What do I need to do during exams?

(i) Keep your mobile phone handy

In case of urgency, you may be contacted through an SMS. Therefore, please keep your fully-charged mobile phone next to you. For any message sent you will also receive an email containing the same information. In the case of Exam VLE, an announcement will also be posted on the platform. In the case of WISEflow, in the first instance messages will be sent via the WISEflow direct messaging system.

(ii) Support Line

The examination paper rubric will provide contact numbers that you can call in case you have any queries. Should you encounter any problem during the exam (be it technical or exam paper related), do not hesitate to inform your Faculty immediately.

Note that support will not be available after 14:00. In that case, you are required to send an email to the Faculty informing them about your problem. However, you should attempt to complete your exam as best as you can and the problem you identified will be taken into consideration.

(iii) Extra time for uploading/downloading

If you have been provided with extra time for such purposes, do not consider this as extra time to be spent working on the exam itself.

e.g. if the time of your exam is 09:00 - 11:00 plus an additional 30 minutes, you are still required to attempt to upload your script/file by 11:00 at the latest, and if you encounter difficulties at this stage, you are to alert your Faculty/ Institute/Centre/School immediately.

Support in case of any queries will be available and so you need not worry unduly. It is essential that if any issue occurs you contact your Faculty as soon as possible so that help will be provided.

Registrar

28.08.2020