BELLS UNIVERSITY OF TECHNOLOGY

OTA, OGUN STATE, NIGERIA.

MODIFIED GUIDELINES FOR STUDENTS ON ONLINE EXAM

IMPORTANT INFORMATION: **All examination will commence as scheduled on the examination time table**

1. Before the examination day, all students should ensure the followings are carried out:

a. Acquire a laptop with working webcam otherwise get an android phone to serve the purpose of the laptop
b. Acquire a separate Android phone with working camera for scanning your answer booklets before uploading to the Microsoft Form.
c. **Download CamScanner (CS) on Google Play store from:** https://play.google.com/store/apps/details?id=com.intsig.camscanner and acquaint yourself on how to use it to scan multiple pages as a single pdf file. **See Short video on how:** https://youtu.be/2QCIbmVIxFo
d. Download Microsoft Teams on your phones and ensure you join all the Teams for your courses
e. Make provision for a well illuminated room with privacy. Where necessary, have a lamp in front of you to illuminate your face.

2. On Examination day:

a**. Before exam**

i. Students should be seated 30minutes before the scheduled time on the exam timetable and request to join the virtual room specified on the timetable using the specified virtual room Joining Link
ii. In the chat area of the Virtual room, type in your; **Name, Matric No. and Exam course Code. (e.g. Adewale, Usman Nnamdi   2016/1234   EMP304)**
iii. Ensure that the laptop and android phone(s) for use is fully charged.
iv. Launch your MS Teams mobile app and join the course teams if you have not already done so
v. Put on your cameras and MUTE your microphones on the Google Meet Virtual Room

vi. **On your mobile device,** click to open the examination link sent to your teams by the course lecturers to view and attempt questions.

b. During exam

i. Ensure the video feed from your laptop camera is steady and the video coverage should be able to show your workstation (tables, booklets, phones, etc being used for the exam) throughout the duration of each paper.

ii. Do not talk during the examination. **(Use of headphones is prohibited)** All communications must be via the Google Meet virtual Chatroom.

iii. Fill in the information regarding their matric number on the Microsoft Form.

iv. For Multiple choice questions, answer the questions directly on the Microsoft form on your Android phone and hit the submit button before the time duration for the exam elapses; otherwise you will not be able to submit.

v. For theory write your Matric number boldly at the top of every page of your printed answer scripts and show to the invigilators and write legibly.

vi. For **theory, When you have finished answering all your questions, DO NOT CLICK SUBMIT until you have;**
   a. **used the CamScanner** installed on your phone to snap all the used pages of your answer booklet as a single pdf file and saved to a specific folder on your phone camera.
   b. **Select file Upload** for the question on the form already opened on your phone, attach & upload the pdf file from (a) above. After file has been uploaded now, you should click submit at the bottom the form to turn in your work.

vii. Any complaints relating to your network, examination link, submission and submission deadlines should be made to the invigilator via the chat area of the Google Meet Virtual Room.

viii. Students should not leave the virtual rooms until their complaints are resolved; otherwise the exercise will be nullified.

Best of Luck.