

# Guidance Notes for Course Examiners Conducting Online Mock Examinations

## Background

There are several new arrangements introduced for the online examinations in this semester. These include the use of two devices by students in their invigilation, the arrangement of two Zoom meetings for capturing various working environment of students, the shortening of grace period and provision of designated examination venues for students unable to meet the University requirements. The aim of these arrangements is to strengthen the integrity of and upholding the fairness of online examinations to assure the academic quality of the University.

This guidance notes should be read with the “[Guidance Notes for Course Examiners Conducting Online Examinations](#)” (Guideline) and the “[Step-by-Step User Guide for Examiners and Delegates Using OLEX](#)”.

## Purpose of Mock Examinations

Mock examinations are arranged for all examination personnel, including examiners, delegates, invigilators, online examination supporting staff, and students, to gain a full experience and rehearse the actual examination with an attempt to improve the mutual understanding between different parties and to detect any potential problems that may be encountered during the actual examination.

## Preparation for the examination

### Online Examination Sites

Examiners and Delegates may access the OLEX drill site and the Mock Examination site via the following links:

1. OLEX Drill Site:
  - (a) <https://drill-eupload.hku.hk/exam/hku-exam> (Hong Kong & Internet)
  - (b) <https://124.71.11.233:8074/exam/hku-exam> (Mainland China if there are problems in accessing via Internet)
2. OLEX Mock Exam Site:
  - (a) <https://mock-eupload.hku.hk/exam/hku-exam> (Hong Kong & Internet)
  - (b) <https://124.71.11.233:8076/exam/hku-exam> (Mainland China if there are problems in accessing via Internet)

### Mock Examination Timetable

The Mock Examination timetable is available on Examinations Office website at [www.exam.hku.hk](http://www.exam.hku.hk) under the section “University Examinations & Examination Timetables”. Two versions, one in the order of course code and another in the order of examination date and time, have been prepared.

Please check the date and time of your mock examinations you are going to examine.

### Communication with students and invigilators

The examiner shall inform students and the relevant invigilators of the requirements for online examination in the following areas:

1. Whether the examination is open-book or closed-book

2. What kind of reference materials will be allowed during the examination (e.g. printed only or electronic copy is allowed? Is there any limitation to the number of pages of printed material allowed?)
3. Is calculator allowed to be used in the examination?
4. Is Internet searching allowed in the examination? And if allowed, is there any restricted site?
5. Are students required to present their answer by handwriting or students can only type their answers?
6. If handwritten answer is required, the estimated number of pages of answer sheets expected.
7. What is the acceptable format of answer file? (Note: for OLEX: examiners can choose .doc/.docx/.pdf/.zip; for OLEX-Moodle Assignment: examiners can specify any file type.)
8. If non-standard grace period has been arranged, please inform your students and invigilators accordingly.
9. In case you would like the students to rotate their second device (mobile phone) 360 degrees for the invigilator to record and observe their working environment before the start of the examination, please inform your invigilators.

Basically, the same invigilation procedures (para III to VIII of the Guideline) will be followed in the mock examination except that each mock examination is scheduled for 15 minutes only. Please read the Guideline in advance and make sure that you have downloaded and installed all the relevant applications (i.e. Zoom) and log into <https://hku.zoom.us> once before the mock examination.

If it is anticipated that 15-minute grace period is not enough for students to scan and prepare for the file submission, please inform the Examinations Office **on/before April 27, 2021 (Tuesday)** for the necessary arrangement.

#### Preparation and uploading of examination papers to OLEX and OLEX-Moodle

A dummy examination paper shall be prepared and uploaded to the relevant systems at least 48 hours in advance. Please avoid including any questions that may appear in the actual examination. For examinations to be held on OLEX-Moodle Quiz, please arrange sample questions in every type (e.g. MCQ, T/F and Short Questions) that may appear in the actual examination so that students can acquire a full experience before the actual examination. You may also include the shuffling of quiz questions in your mock examinations but this is not mandatory. Multi-version of question papers is also available in the mock environment and you may try it out if necessary.

#### Setting of grace period for file submission for examinations on OLEX-Moodle

Each mock examination is scheduled for a duration of 15 minutes only. The same grace period for the actual examination shall apply in mock and please set the cut-off time in OLEX-Moodle accordingly. For example, if your mock examination ends at 10:30 am, and the grace-period is the standard 15 minutes, the cut-off time shall be set at 10:45 am.

#### Setting of examinations for students with special educational needs (SEN) in OLEX-Moodle

Since the mock is arranged for students to walk through the complete process, no additional time has been arranged for students with SEN.

## **What to do during the Mock Examinations**

Examiner and delegate(s) may join the Desktop-sharing and Zoom Invigilation sessions during the mock examination to check and ensure that all students have complied with the invigilation arrangements. Please also refer to the “Guidance Notes for Invigilators Conducting Online Mock Examinations” for the examination invigilation.

For each Zoom Invigilation session meeting, the examiner and the delegate(s) are automatically assigned as co-hosts of the meeting as backup in case the invigilator cannot assume the invigilation duties on the day of mock examination.

## **Students with Approved Special Arrangement**

Before the mock examination, you will receive information from the Department/School/Faculty office your students who are given special arrangement (e.g. due to poor Internet connection and lack of proper scanning device for paper-and-pen examinations) and the relevant details.

## **Students with Special Educational Needs (SEN)**

Please note that no extra time or supervised breaks will be arranged in the mock examination as the mock examination is designed to test the workflow only.

## **After the mock examinations**

All answer files and all relevant reports will also be available in the mock environment for downloading. Examiner and delegate(s) may download the Student Exam Submission Report to check whether the students have uploaded the answers and the OneDrive or Google Drive links of their videos successfully.

## **Support During Mock Examinations**

The same level of support will be provided during the mock period. Please refer to the Guideline for details of contact information.

Examinations Office

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