

Guidance Notes for Invigilators Conducting Online Mock Examinations

Background

There are several new arrangements introduced for the online examinations in this semester. These includes the use of two devices by students in their invigilation, the arrangement of two Zoom meeting 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 Invigilators Conducting Online Examinations](#)” (Guideline) and the “[Step-by-Step User Guide for Invigilators 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 Online Invigilation

Online Examination Sites

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

1. OLEX Drill Site:
 - (a) <https://drill-epload.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-epload.hku.hk/exam/hku-exam> or
 - (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 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 the mock examinations you are going to invigilate and attend them accordingly.

Communication with examiners

You shall receive from the relevant examiner 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 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, the time allowed for submission of answer.
9. Whether students are required to rotate their second device (mobile phone) 360 degrees for you to record and observe their working environment.

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. Panopto and Zoom) and log into <https://hku.zoom.us> once before the mock examination.

What to do during the Mock Examinations

1. Download the student list before the mock examination.
2. Login OLEX Mock site 45 minutes before the start of the mock examination and start the Zoom Invigilation session and Panopto recording.
3. 30 minutes before the start of the mock examination, remind the students in Waiting Room to ensure they have joined their own Desktop-sharing session, unmuted themselves and shared their whole screen (click “Share Screen” at the bottom, then select “Screen” and click “Share”), and that the recording has started (red dot recording button shown at the top left).
4. Start admitting students’ thumbnails in pair (each student has two thumbnails in the Zoom Invigilation meeting, one joined with their laptop/desktop computer and one with their mobile phone).
5. Check for each student that his/her laptop/desktop computer, hands and keyboard, and the working environment are shown in one of his/her thumbnails, and his/her head and shoulder in the other thumbnail; if he/she does not comply with this requirement, instruct him/her to adjust the position of the mobile phone/working computer until their front view and working environment are clearly captured.
6. During the mock examinations, join as many Desktop-sharing sessions of the students as possible to check whether the students are sharing their complete desktop correctly.
7. When the examination time is up, instruct students to stop working and remind them to remain in the Zoom meetings during the grace period.
8. A full grace period has been arranged for students to test if there is sufficient time for preparing and submitting their answers. Please be reminded that you shall only leave the Invigilation Session at the end of the grace period.
9. At the end of the grace period, remind students to upload their recording to OneDrive or Google Drive and share their recording to OLEX within the designated timeframe.
10. Remind students to contact the Examinations Office at olex@hku.hk if there have any questions or ITS at olexhelp@hku.hk for technical help.
11. After the examination, 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.

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.

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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