

USING ZOOM FOR ONLINE INVIGILATION

Before the Examination - Setting up your Mobile Phone

- You must download the Zoom application on your mobile phone and familiarise yourself with the use of video and chat functions before the examination.
- You must take the examination in a well-lit location with stable internet connection and minimal distractions.
- You must ensure that there is proper light source projecting on your face throughout the examination, for the purpose of identity verification.
- You must position the mobile phone by the side of your laptop in such a way that the laptop / desktop computer screen, keyboard and your face can be captured (please refer to Figure 1) throughout the examination.
- You must ensure you use a working mobile phone to connect to Zoom on your mobile phone / tablet. Check that the camera on the mobile phone is functioning. Both your mobile phone and laptop (for Exemplify) must be fully charged and, or plugged in to avoid any disruptions due to power source throughout the examination.

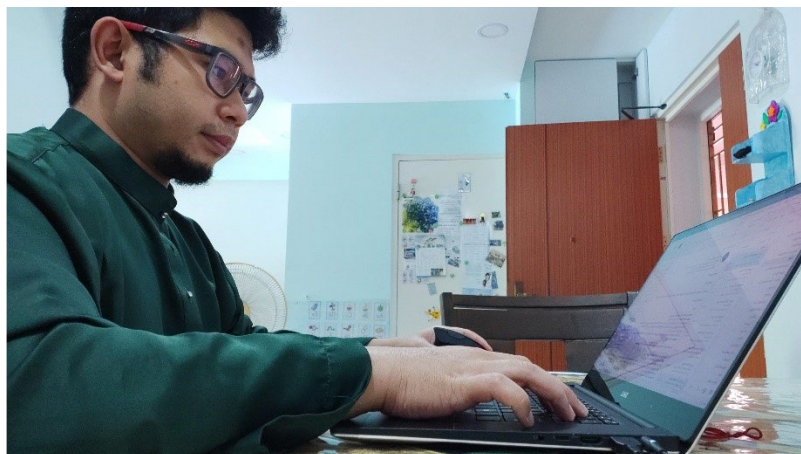


Figure 1. Camera angle for Zoom proctoring

Start of the Examination

1. **Log in to Zoom 15 -20 minutes before** the exam start time by following the link sent to you in the invitation email. You will need to sign in using SSO and approve the Microsoft Authenticator sign in request as part of the enhanced security measure.



2. **Use your official name** (e.g. not an English name you have adopted but not found on your ID) to log in to the Zoom session. If you join with a nickname that is not verifiable, you will not be allowed to enter the Zoom session.
3. Turn on the video function on Zoom throughout the examination to allow the invigilator to see you at your laptop / desktop computer throughout the session.
4. Prepare your photo ID (e.g. NRIC, passport – one that has a photograph of you) to show the invigilator for verification and attendance taking. It is important that you report and have your attendance taken on Zoom because the password to open the exam paper in Exemplify will be announced via Zoom and typed into the Zoom Chat for your reference.
5. Mute the audio function on Zoom but turn up the volume on the speaker of your mobile phone so that you can hear the invigilator as he gives the announcement and takes your attendance.

Please Note

6. The invigilator may communicate with you via Zoom at any point in time if he or she does not have a clear view of you at your laptop / desktop computer. Always pay attention aurally.
7. The invigilator will make announcements as and when needed and check attendance again via Zoom at the end of the examination.
8. The whole duration of the test will be video recorded on Zoom for audit purposes.

Communication with Invigilator

9. You should use the **Chat function** on Zoom to send a message to the invigilator if you have any questions during the exam. You are not allowed to communicate with anyone else.
10. To ask for permission to go to the toilet, you must also send a message to the invigilator using the **Zoom Chat function**. You should **not take more than 4 minutes**.
11. The video function on Zoom must remain switched on throughout the examination and when you move away to go to the toilet.

At the End of Examination

12. As a confirmation that you have successfully submitted your exam paper, Exemplify will bring you to a page which shows the tick on green background (please see Figure 2). **Do not close the page immediately**. Your invigilator will require you to hold up your laptop screen (or turn your computer monitor) and show the green confirmation page through Zoom.

13. At the end of the examination, you must wait for the invigilator's instructions on exiting Exemplify and the Zoom session.

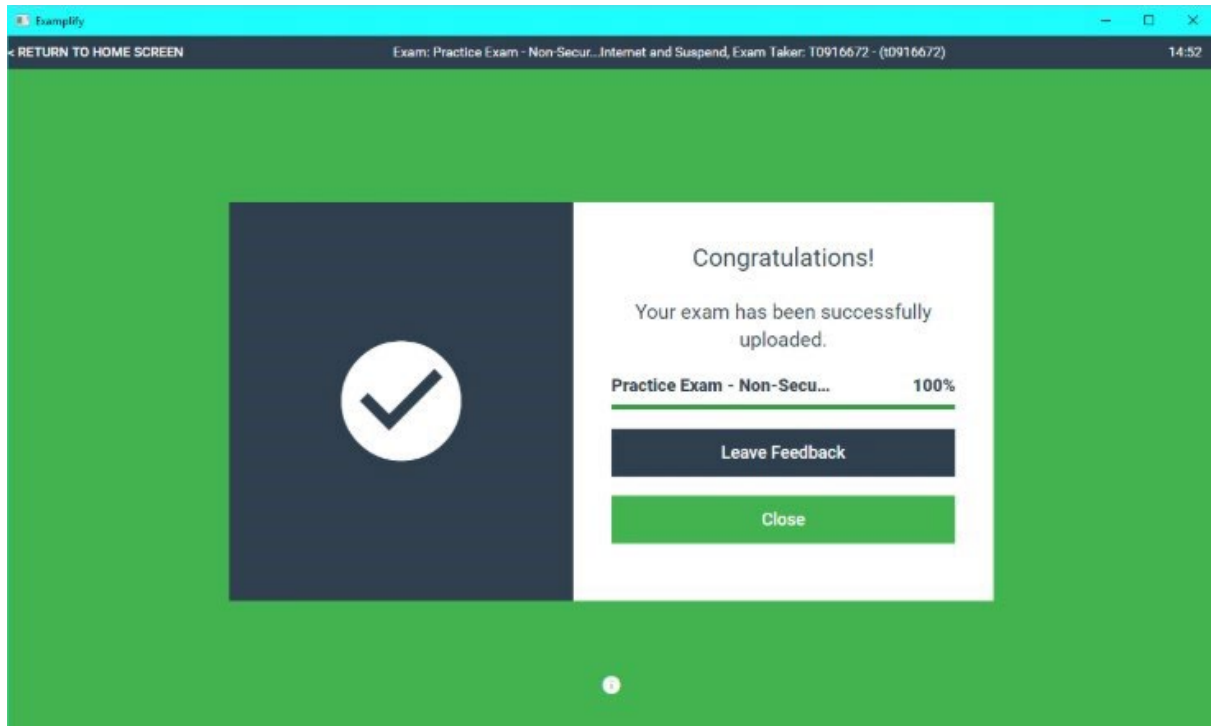


Figure 2. The Green Screen showing successful submission of an exam paper