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## Technical Guidelines

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Date/Rev : 13 December 2022/00  
Nr. : G/1213-B/AAO/XII/2022 - DiP  
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From : Academic Administration Office (AAO)  
- Bachelor's Degree Students in the Odd Semester 2022/2023 - Heads of Study Program  
To : - Respective Lecturers in the Odd Semester 2022/2023 - Faculty Administration Officer (FAO)  
- Deans - Related Parties

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### **Technical Guidelines of Final Examination Odd Semester 2022/2023 (19 December 2022 – 6 January 2023)**

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Please be noted that the type of Final Examination (Assignment/Presentation/Oral Examination/Written Examination) for each subject will be informed by the respective lecturer and/or Head of Study Program.

#### **A. Assignment Submission**

1. The Assignment will be given by the lecturer before the Final Examination through google classroom.
2. The deadline of the submission will be decided upon agreement between lecturer and students, but not later than the Final Examination schedule arranged by the Academic Administration Office (AAO).
3. Lecturers may use the Turn-It-In software to check the similarity index on the student's works to avoid the plagiarism potential.

Students that are proven submitted assignments with a high index of similarity to the other sources (including fellow students) will be considered as cheating and the regulation for academic misconduct will be applied accordingly.

#### **B. Presentation**

1. The information related to the Presentation session will be given by the respective lecturer.
2. The schedule of the presentation session will be arranged upon agreement between lecturer and the students, but not later than the Final Examination schedule arranged by the Academic Administration Office (AAO).

#### **C. Oral Examination**

1. The information related to the Oral Examination session will be given by the respective lecturer through google classroom. Any questions or technical problems should be addressed to the respective lecturer.
2. The Examiners usually the lecturer of respective subject accompanied by the Observer.
3. Students MUST join 10 minutes before their Oral Examination session. There is no additional time given to the student who are late join the Oral Examination Session.
4. The Examiners will give the instruction to start the Oral Examination.
5. Student may leave the Oral Examination session after finishing their session.

#### **D. Written Examination**

1. The information related to the Online Examination will be given by the respective lecturer and the Academic Administration Office (AAO) through Google Classroom, including the link to the Online Final Examination room.
2. Students MUST join the Final Examination 10 minutes before the session begins. Late joining the Online Final Examination means failure for the respective subject.
3. Students MUST fill the Form of "Declaration of Academic Integrity". The form can be found in the Google Classroom together with the Final Examination materials. The form must be inserted to the answers sheet after the student fills the form.
4. The Final Examination materials will be available on the Google Classroom.
5. Students may start the Online Final Examination upon the instruction from the lecturer or the invigilators.

6. The answers may be written on the blank papers provide by the students (according to the Final Examination condition set by the respective lecturer).  
Students MUST scan/take a picture of their answers and convert the file into PDF before submitting the file (only for written exam using blank paper).
7. Any questions or technical problems should be addressed to the lecturer or the Invigilators. Asking help from fellow students is not allowed and will be considered as cheating and the regulation for academic misconduct will be applied accordingly.
8. All the answers and the form of "Declaration of Academic Integrity" must be submitted through Google Classroom. The Academic Administration Office (AAO) will set the deadline on google classroom based on the Final Examination schedule with an additional 15 minutes, the latest.  
There is no extension given more than 15 minutes after the Final Examination session. Late submission means failure for the respective subject.
9. Students may leave the Online Final Examination room after submitting their works.
10. The admin/host of the examination may use the Proctoring Add-Ons during the Final Examination to prevent any cheating during Final Examination. The Proctoring Add-Ons will record and identifying the activities below as a cheating activity:
  - a. **Screen.** Opening multiple tabs on your screen will be counted as cheating. Please avoid using multiple tabs during the Final Examination and only open the online questions and answer sheet tabs.
  - b. **Camera.** The camera will be a face detector and record any suspicious movement from your side. More than one face on the screen will be counted as cheating. Please make sure that your gadget has working camera.
  - c. **Audio.** The Proctoring will recognize noisy voices as cheating. Please choose a quiet place to do your Final Examination. Please make sure that your gadget has working microphone.
  - d. **Internet Connection.** Please be noted that disconnected from the Google Meet will be counted as finish the Final Examination and you can't re-join or submit the answer of the Final Examination. You MUST prepare and make sure that you have a stable internet connection during the Final Examination.
11. Lecturers may use the Turn-It-In software to check the similarity index on the student's works to avoid the plagiarism potential.  
Students that are proven submitted assignments with a high index of similarity to the other sources (including fellow students) will be considered as cheating and the regulation for academic misconduct will be applied accordingly.

**E. File's Name**

Please submit the answer sheet of your Final Examination using the following name:  
FE\_Subject\_Semester\_Student's Name\_ID (exp: FE\_Calculus\_Sem. 4\_Dina Pristyowati\_11105021).

**If you encounter technical issue and need further information related to the Final Examination, please contact Academic Administration Office as soon as possible at:**

- Mr. Yunus Nugraha: 0813 8197 7366 (WA only)
- Mr. Fadhil Dzil Ikram: 0856 8188 283 (WA only)

Sincerely,



Dina Pristyowati, S.Kom  
Acting Head of Academic Administration Office (AAO)