



Announcement of Mahidol University
On Guidelines for an online Examination for Undergraduate Students
B.E.2564 (2021)

To ensure the standard and effectiveness of an online examination for students of Mahidol University,

as empowered by the virtue of Section 34 of Mahidol University Act B.E.2550 (2007), the President of Mahidol University issues guidelines for an online examination for undergraduate students, Mahidol University, with the details as follows:

Article 1 In this announcement,

“Invigilators” refer to any lecturers, staff, or course coordinators who are appointed as invigilators of a particular module.

Article 2

When an online examination of a course offered by Mahidol University is held, students taking the exam shall follow the following guideline:

2.1 Before the examination

2.1.1 Students have to check the examination date and time of the course in advance in order to take an exam on the date and time indicated. The students have to strictly follow the rules and regulations for an online examination notified in advance by the invigilators.

2.1.2 Students need to check the electronic devices to be used for the exam such as computers, smart phones, tablets, chargers, Internet network, and student ID card (if needed for identification) in advance. Moreover, the programs or applications to be employed for the exam as notified by the invigilators must be properly installed at least one or two hours prior to the online exam session.

2.1.3 Students who attend an online exam must prepare site for the exam which has to be in a form of buildings. The environment must be set as regulated by the invigilators. There should be no objects that can be used by the students to cheat on the exam or that can lead the invigilators to believe the students to do so, except for the devices allowed to be used for an online exam such as A4 paper or calculators. Students are not allowed to use public areas or any places with other people present as a site for an online exam.

2.2 During the examination

2.2.1 Students have to verify their identity and electronically receive an examination file for an online exam following the steps indicated by the invigilators before the exam starts.

2.2.2 In case there is a monitoring of students taking an online exam through programs or applications for VDO conferences such as Cisco Webex Meetings, Zoom Cloud Meetings, or Google Meet, students have to follow the rules and regulation notified in advance by the invigilators. These rules might include turning on and off of the web cameras and microphones, setting the angle of web cameras to make visible the premise of the exam site, and asking for permission to leave the exam spot such as permission to use a restroom.

2.2.3 In the event of an unforeseen interruption during the ongoing examination, including problems when submitting the exam paper via programs or applications selected by the invigilators for the test, such as an electricity loss or an interrupted network connection that affects the continuation of the examination, students should do the followings:

2.2.3.1 Capture the screen with the record of date and time to be used as an evidence and immediately inform the invigilators of the problem

2.2.3.2 Inform the invigilators through the emergency channel agreed prior to the exam by the invigilators and students such as by phone, email, or LINE ID. This is in order that a backup method of examination can be introduced to the students suffering from the problem. If the invigilators are not informed immediately, the students will not get extra time to compensate the time lost.

2.2.4 In case of cheating, being accomplice in cheating, or acting in a way that causes suspicion of cheating, as well as revealing the exam or parts of the exam to outsiders such as by capturing the screen, the students will receive disciplinary penalties according to Mahidol University Regulation on Student Code of Conduct B.E. 2561 (2018) and its amendment.

2.2.5 Students have to submit the exam online within the time specified, with a reminder from the invigilators 10 minutes prior to the deadline. After submitting the exam, students can leave the programs or applications used for the exam only after permission is granted by the invigilators. This is in order to provide time for the invigilators to review the exam submission. This, however, shall not exceed 10 minutes after the exam ends.

Article 3

In case students cannot take an online exam on the date and time specified because of sickness, accidents, or other causes, the students or their parents have to notify the invigilators one day prior to the exam date. If the cause of absence happens on the day of the exam, the invigilators must be notified within 3 days after the exam date. For every case, the students are required to write a memo specifying the reasons for their absence as well as attach a medical certificate or other evidence related to the cause of their absence.

Article 4

In case students encounter problems with the devices or the site used for an online exam, for example, if they do not have the devices used for the exam or the residence is inappropriate for taking an exam, and the students would like to take an exam onsite, they can inform the invigilators and employ the devices or places in the university (on site) following the invigilators' specification.

Article 5

Should there be any difficulties following the guidelines stated in this announcement, the arbitral power shall be made at the discretion of the President of Mahidol University, and his decision is considered final.

Please be advised accordingly from this moment onward until further notice.

Announced on the 6th September 2021



(Prof. Banchong Mahaisavariya, M.D.)

President, Mahidol University