

University of Technology and Applied Sciences
Higher College of Technology
English Language Center
Post-Foundation Program
Make-Up Final Examinations
Semester 1, 2020-2021
Instructions to Students

The Post-Foundation English Make-Up Final Exams are scheduled for **Sunday, 24 January 2021**. The details are given in the table below.

Course Code	Course Title	*Starting Time	*Ending Time
ENTW1100	Technical Writing I (TW1)	9:00 AM	11:00 AM
ENTW1200	Technical Writing II (TW2)	9:00 AM	11:15 AM
ENGL2100	Technical Communication (TC)	9:00 AM	11:45 AM

***Very Important:**

The total duration of the exam includes time for you to answer and time for you to submit your answers. To be more specific, you **must use the last 20 minutes** of the exam time **ONLY** for **submitting your answers**. The exam will **close AT the ending time** given in the table above, and thus you **will not be able to submit your answers anymore**. Sending your answers to your teacher via email, MS Teams, and/or WhatsApp is **strictly NOT allowed**.

Two platforms will be used to conduct the exams:

1. Microsoft (MS) Teams:

- The exams will be **invigilated** through MS Teams.

2. E-learning portal:

- You should **download the Exam Question Paper and Answer Sheets** from the e-learning portal.
- You should **submit your Answer Sheets** to your teacher by uploading them on the e-learning portal. Sending your answers to your teacher via email, MS Teams, and/or WhatsApp is **strictly NOT allowed**.

To take the exam, follow the instructions given below:

Before the exam day:

- You will receive an email inviting you to join a Make-Up FE MS Team. This is **NOT** your original course/section MS Team. It is a **NEW** Team that you will be added to just to take the exam.
- Make sure that you can **access** the Make-Up FE MS Team that you will be added to.
- Make sure that you know how to join MS Teams and then log on to the e-learning portal to take the exam. A video that explains this process has already been provided to you. The link to the video is given below:
<https://youtu.be/GQT7hl226kl>
- Make sure that you know how to access and submit the exam on the e-learning portal. Instruction on how to do that have already been issued to you.
- Make sure that you have a **laptop/desktop, webcam, and a microphone** to take the exam. They must be functioning well, and you must be used to using them. The use of **headphones** is strictly **NOT allowed**.

- Make sure that your laptop/desktop allows you to save files as **Microsoft Word documents**. This is very important because during the exam, you will have to submit your Answer Sheets as a Microsoft Word file.
- Look for a **quiet place that has a good internet connection** to take the exam if you do not have such a place in your home. This is **very important**.

On the exam day:

- Join the **exam meeting** on the Make-Up FE MS Team. This is **the first step** to take the exam.
- Join the exam meeting on the “**General**” channel of the Make-Up FE MS Team. **NO** links will be sent to you. Simply, look for the Make-Up FE MS Team and join the place where you see the “camera” icon.
- You must join the exam meeting **15 minutes** before the exam starting time. This means that you should join the exam meeting at **8:45 AM**.
- Do **NOT** be late. The teacher will take attendance **before** the exam starting time. If you are not available when attendance is taken, you will be considered a “**Late Comer**” **even if the exam time has not started**.
- Put your **camera on throughout the exam meeting**.
- **Mute your microphone** throughout the exam meeting. Use the “**Hand**” icon and **chat box** if you want to talk to the teacher. Do **NOT** unmute your microphone to talk to the teacher **UNLESS** he/she asks you to do so.
- Focus your camera on your **face** when the teacher takes attendance.
- When the exam time starts, the teacher will instruct you to **log on to the e-learning portal**. You must do that **while having the MS Team/camera on** (i.e. by minimizing the MS Team screen, **NOT** by leaving the exam meeting).
- Download the **Question Paper** and **Answer Sheets** from the e-learning portal on your laptop and save the Answer sheets with your **FULL name**.
- Start taking the exam. You must **TYPE** your answers in **size 12 Times New Roman font**.
- To be **able to type**, you must **click on** a box that reads “**enable editing**”. You will find this box at the top of the Answer Sheets.
- Keep track of time. **NO** extra time will be given to you for any reason.
- Observe **academic integrity** while answering. The use of any materials such as textbooks, notes, and dictionaries is **NOT** allowed. Your answers can be checked through the Turnitin Software to detect plagiarism.
- If you are found to be involved in malpractice or cheating of any nature during the exam, you will **NOT** be allowed to continue **taking the exam** and will be instructed to **leave the MS Team**.
- Once the **exam answering time** is over, the teacher will instruct you to start submitting/uploading your Answer Sheets on the e-learning portal. You must do that **without any delay** so that you can submit your Answer Sheets before the exam closes. Sending your Answer Sheets to your teacher via email, MS Teams, and/or WhatsApp is **strictly NOT allowed**.
- Once you submit your Answer Sheets, you are **NOT** allowed to submit another version. Even if you do, it will **NOT** be marked.
- You must submit/upload your Answer Sheets as a **Microsoft Word File** that has the **same name as your FULL name**.
- You must make sure that you submit/upload **the right file** (e.g. not the file of another course).
- You must take the **teacher’s permission before leaving** the MS Team.
- You must also follow the exam taking instructions issued by the university.

Good luck with your exam.

Dr. Nasrin Al-Lawati (PF Academic Coordinator)