

Instructions of Online Comprehensive Examination in Microsoft Teams

(Documents are not permitted in the examination.)

Information Technology Center

1. To do list before examination

1.1. Student must prepare at least two devices for logging in to Microsoft Teams. Each device will work as follows:

- 1st device (PC/ Notebook/ Tablet/ Mobile Phone) will be used for displaying student's image on the screen. Student must set camera of the device in a position that the proctors can see as specified. Remarks: 1) student must turn on camera and loudspeaker of the device during the examination. 2) Do not set and change your Microsoft Teams background.
- 2nd device (PC/ Notebook/ Tablet/ Mobile Phone) will be used for making the examination.

1.2. Student must prepare all devices and charging cables before beginning the examination. The proctors shall not allow students to pick up charging cables during the examination period.

2. To do list during examination

2.1. Student must log in to Microsoft Teams by using NetID (the account that using @stu.nida.ac.th). Go to your assigned channel 30 minutes before the exam begins for setup the exam environment. When the setup is done, turn on the camera and turn off the microphone then wait for the eligibility check.

2.2 Student must report themselves to the proctor by turning on their camera and microphone. Then student must show the Student ID card or ID card to the proctor. After that student must turn off the microphone. The camera and loudspeaker must be turned on during the exam.

- 2.3 The proctor will post the URL link to the exam in Microsoft Teams 5 minutes before the beginning of the exam.
- 2.4 Copy all or part of the exam is prohibited.
- 2.5. During the exam, any communications are not allowed except with the proctor.
- 2.6 Any software is not allowed to open except only Google Form and Microsoft Teams.
- 2.7 Student must not go to the restroom during the first hour of the examination period. After that, student can ask for permission to go to the restroom by raising the hand up and turning on the microphone to inform the proctor. The proctor will allow student to go the restroom one by one for 5 minutes each. (Students should go to the restroom before beginning of the examination. Each student will be allowed only one time during the examination period to go to the restroom.)
- 2.8 If student has any questions about the examination questions, Raise the hand up and turn on the microphone to inform the proctor.
- 2.9 If student's internet connection was disconnected, contact the proctor at mobile phone number: 089-1304494 (Suchada). When the connection is back online, try to log in to the online examination class in Microsoft Teams as soon as possible. If student does not contact the proctor within 5 minutes after losing the internet connection, the examination will be decided by discretion of the director and chief of the secretary office of Information Technology Center.
- 2.10 Student can inform the proctor for submitting the exam by raising the hand up and turning on the microphone. Student must wait for the proctor's permission to leave Microsoft Teams.
- 2.11. Student must finish the exam within the specified time. When the time is up, the exam must be sent immediately. If not, the exam will be considered as "not submit".

2.12. During the exam, ITC will record VDO to detect fraud later without the permission in writing from the students.

If there is any cheating during the examination. The committee will consider the examination to be disqualified.

The example of camera setting

Student must set the camera of the 1st device to point to the screen of the 2nd device as specified in a position that the proctor can see as in the example below. Do not wear headphones during the examination.

