



## Announcement

Faculty of Graduate Studies, Mahidol University

Subject: Guidance for Taking Examination Online from Home during COVID-19 situation

Second Semester/ Academic Year 2020

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Due to the closure of some areas in order to decrease the risk of COVID-19 spreading, Mahidol University students who are to take qualifying examination, thematic paper and thesis proposal examination, and thematic paper and thesis examination might be inevitably affected by this incident. Faculty of Graduate Studies thus is to make an announcement concerning “Guidance for Taking Examination Online from Home during COVID-19 situation, Second Semester/ Academic Year 2020” as follows:

### Procedure and Preparation

1. The Program Director must request an approval regarding “Taking Examination Online from Home during COVID-19 situation, in the Second Semester/ Academic Year 2020” and also specify the reason as well as attach all related documents and submit to Faculty of Graduate Studies for deliberation at least 15 days prior to the examination date. Please note that further procedure may be carried out once the approval is granted by Faculty of Graduate Studies.
2. The examination must take place strictly abiding by the date and time specified in the Administrative Order of The Faculty of Graduate Studies. In case any changes regarding the examination are to be made, the proceeding can be carried out only after the approval is granted by the Dean of Faculty of Graduate Studies. Should the examination with altered details of conduct be progressed prior to approval, such an examination shall be void.
3. The security camera must be installed to allow observers to view the scene of examination session via internet-based online program on computer, tablet, or smart phone with the capacity to remotely control the camera to rotate horizontally at least 270 degree and vertically at least 60 degree along with the capacity to record as clear as no less than 720 pixels. The student must submit the details regarding the access to security camera to Faculty of Graduate Studies at least 3 hours prior to the examination in order to access the camera and observe the examination room prior and throughout the examination.
4. The security camera must be installed at the rear right-hand side next to the student angling towards the student 20 degree and far from the student at least 1 metre and

must be situated on the desk or the stand that has the same length as the desk on which the computer is placed, to allow the observers to see monitor and keyboard of the computer used (see image below). The installation of the security camera must be finished 1 hour prior to the examination.



5. The Faculty of Graduate Studies shall assign the observer to monitor the online examination from home. If the observer find any suspicious conducts of the student during the examination, the observer is authorized to terminate the examination and thus the examination will be considered invalid. In case the Program Director wishes to use the observer from an external online proctoring services, please ensure that the examination is to be recorded and the record must be submitted to the Dean of the Faculty of Graduate Studies within 24 hours after the examination.

6. In case of thematic paper and thesis examination, the Program Director must submit meeting ID of the application used in the examination to Faculty of Graduate Studies 24 hours prior to the examination in order to post the announcement on the website ([www.grad.mahidol.ac.th](http://www.grad.mahidol.ac.th)) so that those who are interested to join can attend the session.

### **Rules and Regulations for Taking Online Examination from Home**

1. Prior to the examination, Faculty of Graduate Studies' observer will explain the examination procedure to the examination committee and the students in order to have a common understanding of how to perform during the examination, including the student identification, and conditions that can lead to termination of the examination.

2. The student must dress properly and ensure that his/her ears can be seen. Headphone and Bluetooth are not allowed to use during the exam, instead, the speaker and built-in microphone of the computer are to be used.

3. Only the student must be in the examination room and the room must be locked and no other person shall enter the examination room during the examination.

4. The computer used for the examination and security camera are not allowed to move throughout the examination.

5. The Chair of the examination committee is requested to record the entire process of the examination, announce the ending of the examination, and submit the record along with the examination result to the Faculty of Graduate Studies.

In addition to the information mentioned above, the examination shall be conducted in accordance with the Mahidol University Regulations on Graduate Studies referred in the program curriculum on the year that the student has joined the program.

Please be informed and proceed accordingly.

Announced on the 30<sup>th</sup> date of November of year B.E. 2020

(Signature)

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Dean of the Faculty of Graduate Studies