

TO : **WAWASAN OPEN UNIVERSITY ON CAMPUS STUDENTS (FULL TIME STUDIES)
(OCL – BACHELOR’S DEGREE)**
DATE : **5 JULY 2021**
REFERENCE NO. : **WOU/COVID-19/NFC-21b**
SUBJECT : **REPLACEMENT OF PROCTORED EXAMINATIONS WITH ALTERNATIVE
ASSESSMENTS FOR ON CAMPUS STUDENTS (MAY 2021 SEMESTER)**

Students are informed that the final examinations (including supplementary examinations) for the **OCL Bachelor’s Degree students (Full Time Studies)** in the **MAY 2021 Semester** scheduled to be held in **August 2021** will be conducted via alternative assessments including online quiz and assignments.

The full details and submission deadlines for the alternative assessments are as follows: -

- i. For Online Quiz
 - Students are required to take individual online quiz via the Learning Management System (LMS)
 - The online quiz will be available from **9th August 2021, Monday (00:00) until 12th August 2021, Thursday (23:59)**
- ii. For Assignment
 - The assignment will be available in the LMS on **19th July 2021, Monday (00:00)**
 - Completed assignments must be submitted via the LMS (for all students) and e-mail (for re-sit students) by **4th August 2021, Wednesday (23:59)**
 - The specific details for all OCL courses, date to access/download assignment questions and submission deadlines are provided in Appendix 1
- iii. Refer to the attached guide (Appendix 2) on how to access the Online Quiz and Assignment in the LMS
- iv. There will be no extension of deadlines for the alternative assessments above
- v. The percentages contributed by the alternative assessments are the same as the originally scheduled proctored examinations

For the latest updates, please regularly check the Student Portal, LMS, Instagram and Facebook

For any enquiries, you may also contact the following staff of WOU:

- Ms. Sharmilah (016-2190647 / sharmilav@wou.edu.my); OR
- Mr. Rizal (016-2190563 / rizalomardin@wou.edu.my)

Thank you.

REGISTRAR
WAWASAN OPEN UNIVERSITY

APPENDIX 1: LIST OF OCL COURSES WITH PROCTORED EXAMINATION REPLACED BY ALTERNATIVE ASSESSMENT

A. OCL Courses for School of Business and Administration

ONLINE QUIZ will be available via the LMS from *9th August 2021, Monday (00:00) until 12th August 2021, Thursday (23:59)*

No.	Course Code	Course Name	Alternative Assessment Mode			
			Online Quiz	Assignment		
			Where to Access and Submit	Where to Access the Questions	Where to Submit the Answers	Email Address of Course Leads (For Supplementary Examination Courses Only)
SCHOOL OF BUSINESS AND ADMINISTRATION						
1	BMKP308/03	Retailing	LMS	-	-	-

APPENDIX 2: REPLACEMENT EXAMINATION FOR ON CAMPUS (OCL) MAY 2021 SEMESTER

GUIDELINE ON HOW TO ACCESS THE ALTERNATIVE ASSESSMENTS (ONLINE QUIZ / ASSIGNMENT) IN THE LEARNING MANAGEMENT SYSTEM (LMS)

1. Log in to the LMS (<https://lms-i.wou.edu.my>).
2. You can find the list of courses you have enrolled for the May 2021 Semester on the left column under the "My Courses" section.

The screenshot shows the WOU Wawasan-i LMS dashboard. The navigation menu on the left is highlighted with a red dashed box, showing the path: Home > Dashboard > Wawasan-i > My courses > BMKP308/03 Retailing (May 2021). The main content area displays "OCL General Announcements for July 2021" and "Important announcement from the University". A list of announcements is provided:

- May 2021 Semester Tutorials/Classes Will Be Conducted via Online Mode (posted on 6 May 2021).
- January 2021 Semester Classes Still Conducted via Online Mode (posted 11 March 2021).
- Replacement of Proctored Examinations With Alternative Assessments For On Campus Students (January 2021 Semester) (posted on 1 March 2021).
- January 2021 Semester Classes Still Conducted via Online Mode (posted on 5 January 2021).
- All Teaching And Learning At WOU Main Campus, Penang Continues To Be Online (posted on 30 October 2020).

3. Click on a course.
4. Your Online Quiz/Assignment is located at the top section of the page.

The screenshot shows the LMS course page for "BLCP30403 Procurement Management (Jan 2021)". The navigation menu on the left is highlighted with a red dashed box, showing the path: Home > Dashboard > Wawasan-i > My courses > BLCP30403 Procurement Management (Jan 2021) > Assignment (Exam replacement). The main content area displays "Assignment (Exam replacement)" and "The assignment will be available from 15 March 2021, Monday (00:00) until 9 April 2021, Friday (23:59)".

The screenshot shows the LMS course page for "BMKP308/03 Retailing (May 2021)". The navigation menu on the left is highlighted with a red dashed box, showing the path: Home > Dashboard > Wawasan-i > Courses > May 2021 (OCL) > BMKP308/03 Retailing (May 2021) > Online Quiz (Exam replacement). The main content area displays "Online Quiz (Exam replacement)" and "The Online Quiz will be available from 9 August 2021, Monday (00:00) until 12 August 2021, Thursday (23:59)".

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GUIDELINE ON HOW TO ACCESS THE ALTERNATIVE ASSESSMENTS (ONLINE QUIZ / ASSIGNMENT) IN THE LEARNING MANAGEMENT SYSTEM (LMS)

5. Follow the instructions given below to attempt the Online Quiz/Assignment:

I) Online Quiz

- a) Click on the “Online Quiz (Exam Replacement)” section.
- b) Read the introduction and instructions sections.
- c) Click “**Attempt Quiz Now**” to begin the quiz.
- d) Read each question carefully and click the radio button beside the correct answer to make your choice or type your answer.
- e) Quizzes may have all questions on one page or spread across multiple pages.
- f) There is a “**Quiz Navigation**” block at the top left of every page of the quiz and a “**Next**” button at the bottom of every page.
- g) Each time you click the “**Next**” button or a link in the navigation block, your answers are automatically saved. You are able to **go back** if you wish to change an answer at any time - but don't use your browser's Back button. Clicking on a number in the quiz navigation block will take you to the corresponding page. You can always get to the last page by clicking on the “**Finish Attempt**” link in the navigation block.
- h) Flagging a question adds a red mark to the question number in the navigation block, allowing you to quickly return to the flagged question later.
- i) A quiz can also have a set time limit, and will show a countdown clock in the navigation block. In this case - be sure to complete and submit your test within the set time.
- j) **WARNING:** Don't leave the quiz without submitting your work.
- k) If you ever see a warning box appear about leaving the page you must click the “**Stay on Page**” button. Otherwise you run the risk of losing your work.
- l) When you have completed the quiz, make sure you click the “**Finish and Submit All**” button on the last page.
- m) You are allowed a maximum of one (1) attempt only to answer the quiz.

II) Assignment

- a) Click on the “**Assignment (Exam Replacement)**” section.
- b) Open the attachment and read the instructions.
- c) Download the questions, prepare your answers and save the file.
- d) To submit the Assignment:
 - Select “**Add Submission**” and the “**Assignment Submission Page**” will open.
 - There are two (2) options to submit your file:
 - Option 1 - To submit a file using drag-and-drop:
 - Arrange your computer desktop windows so that you can view both your browser window and your files on your computer (e.g., in an open folder or on your desktop).
 - Drag files from your computer and release them on top of the big blue arrow in the *Files* area.
 - Note:** If you are using a Google Drive file, save the file as a PDF before submitting.
 - Option 2 - To browse for a file:
 - Under “**File Submissions**”, at the top-left of the file area, click the “**Add...**” icon (). The “**File Picker**” window will open.
 - Click “**Upload a File**” (at left), then, below “**Attachment**”, select “**Choose File**”. Browse your computer and select a file, then click “**Open**”. The file name will appear next to the “**Choose File**” button.

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GUIDELINE ON HOW TO ACCESS THE ALTERNATIVE ASSESSMENTS (ONLINE QUIZ / ASSIGNMENT) IN THE LEARNING MANAGEMENT SYSTEM (LMS)

- Click **“Upload this File”**. The **“File Picker”** will close and an icon for your uploaded file will appear in the **“Files Area”**.

- e) Once your file appears in the **“Files Submission Area”**, click **“Save Changes”**.
- f) To finalise your submission, click **“Submit Assignment”**, then **“Continue”**.
Note: Once finalised, you will not be able to make any more changes.
- g) You are allowed a maximum of one (1) attempt to submit your assignment.
- h) Your file size should not exceed 20MB.

END OF GUIDELINE