



GUIDELINES FOR ADMINISTRATION OF ONLINE FINAL EXAMINATION FOR OYAGSB'S & COB'S  
POSTGRADUATE PROGRAMME SUBSEQUENT TO COVID-19 PANDEMIC

**A. ADMINISTRATION OF ONLINE FINAL EXAMINATION**

All final examination will commence from 14 August 2020 - 23 August 2020 through UUM Online Learning (refer **NEW FINAL EXAM SCHEDULE** attached). Students are bound by the UUM's rules and procedures on academic fraud.

**INSTRUCTOR ROLES:**

- Step 1: Initiate WEBEX classroom as if you are attending the class.
- Step 2: Initiate UUM Attendance QR Code to capture students' online attendance.
- Step 3: **Steps to Upload Final Exam Questions:**  
Sign in to UUM Portal. Go to "UUM Online Learning". Choose current subject taught in Sem 193. At the last empty row of the subject page, rename the date to "FINAL EXAMINATION THIRD SEMESTER 2019/2020 SESSION". Then, click "Add an activity or resource", choose "File". Next, click "Add". Name the activity or resource as "Final Exam Questions". Next, complete the description/instruction and tick "Display description on course page". Subsequently, **UPLOAD** the "Final exam question". Next, click "Restrict access", followed by click "Add restriction", then select "Date" and update the details based on the scheduled final exam date and time like 19 April 2020 08.45am (access starts). Next, click "Add restriction", then select "Date" and update the details based on the scheduled final exam date and time like 12.15pm (access ends). After that, click "Save and return to course".  
**NOTE:** 8.45am to 12.15pm (morning session), or 2.45pm to 6.15 (afternoon session).
- Step 4: **Steps to Upload Final Exam Answer Booklet:**  
Click "Add an activity or resource", choose "Assignment". Then, click "Add". Name the activity or resource as "Final Exam Answer Booklet". Next, complete the description/instruction and tick "Display description on course page". Subsequently, **upload** the "Final exam answer booklet". Next, click "Restrict access", followed by click "Add restriction", then select "Date" and update the details based on the scheduled final exam date and time e.g. 8.45am to 12.15pm (morning session), or 2.45pm to 6.15pm (afternoon session). After that, click "Save and return to course".  
**NOTE:** Step 2 and Step 3 need to be ready **45 MINUTES BEFORE** final exam starts.
- Step 5: **15 minutes before final exam starts**, announce to students to answer ALL questions in the answer booklet provided **within three (3) hours** (Other platform is not permissible).
- Step 6: Inform students to immediately **UPLOAD** the filled answer booklet in the folder "Final exam answer booklet" via UUM Online Learning.  
(Similar process to submit assignment through UUM Online Learning).
- Step 7: Inform students that overdue submissions via UUM Online Learning or other platform is not permissible.

**NOTE:** A video tutorial on **HOW TO UPLOAD ONLINE FINAL EXAM QUESTION** developed by Dr. Francis can be accessed at: <https://youtu.be/kgSG2NaYlas>

**STUDENT ROLES:**

- Step 1: SCAN UUM Attendance QR Code initiated by lecturer to capture your online attendance.
- Step 2: Sign in to WEBEX classroom and **KEY IN** the meeting number assigned by your lecturer e.g. 574 270 543 to "Join a meeting". Lecturers use this platform to invigilate the final exam session.
- Step 3: Sign in to UUM Portal. Go to "UUM Online Learning" and choose respective course for examination e.g. 193 OPMM6023 KUMP A Strategic Management (refer **NEW FINAL EXAM SCHEDULE** attached).
- Step 4: At the last row of the subject page, look for section "FINAL EXAMINATION THIRD SEMESTER 2019/2020 SESSION". Then, **DOWNLOAD** two files: (i) "Final Exam Questions" and (ii) "Final Exam Answer Booklet" **15 minutes before** final exam starts.  
**NOTE:** Save both files to your desktop. Use "Student ID Number" as file name of your "Final Exam Answer Booklet" for online submission e.g. 93132.
- Step 5: Answer ALL final exam questions in the answer booklet provided (in softcopy) **within the time period specified in the examination cover page** (Other platform is not permissible).  
**NOTE:** Please save the filled "Final Exam Answer Booklet" frequently to survive unexpected situations.
- Step 6: Immediately **UPLOAD** the filled answer booklet that has been saved using your "Student ID Number" in the folder "Final exam answer booklet" via UUM Online Learning.  
**NOTE:** Submission deadline 12.15pm (morning session), or 6.15pm (afternoon session).  
(Similar process to submit "Assignment" through UUM Online Learning).
- Step 7: Overdue submissions via UUM Online Learning or other platform is not permissible.

# GRAPHICAL ILLUSTRATION OF HOW TO UPLOAD FINAL EXAM QUESTION AND ANSWER BOOKLET ON UUM ONLINE LEARNING

## A. Uploading Final Exam Question:

Updating File in FINAL EXAMINATION SECOND SEMESTER 2019/2020 SESSION ⓘ Expand all

General

Name: Final Exam Questions

Description

INSTRUCTIONS :

1. This examination paper consists of FOUR (4) questions on TWO (2) printed pages, excluding the cover page. A case study is also attached.
2. You have to answer ALL questions in the answer booklet provided.
3. Candidates are bound by the UUM's RULES AND PROCEDURES ON ACADEMIC FRAUD.

Display description on course page

Select files

Maximum size for new files: 500MB

Final exam cover

Appearance

Common module settings

Restrict access

Access restrictions: Student must match all of the following

Date from 19 April 2020 08:45

Date until 19 April 2020 12:15

Add restriction

## B. Uploading Final Exam Answer Booklet:

Updating Assignment in FINAL EXAMINATION SECOND SEMESTER 2019/2020 SESSION ⓘ Expand all

General

Assignment name: Final Exam Answer Booklet

Description

INSTRUCTIONS :

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2. You have to answer ALL questions in the answer booklet provided.
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Display description on course page

Additional files

Maximum size for new files: 500MB

You can drag and drop files here to add them.

Availability

Allow submissions from 19 April 2020 08:45  Enable

Due date 19 April 2020 12:15  Enable

Cut-off date 31 March 2020 00:52  Enable

Remind me to grade by 31 March 2020 00:52  Enable

Always show description

Restrict access

Access restrictions Student must  match all  of the following

Date from  19  April  2020  08  :  45  x

and

Date until  19  April  2020  12  :  15  x

Activity completion

Tags

Competencies

C. Overall Outlook of the Instructions:

FINAL EXAMINATION SECOND SEMESTER 2019/2020 SESSION

Final Exam Questions

**Restricted** Not available unless:

- It is after **19 April 2020, 8:45 AM**
- It is before **19 April 2020, 12:15 PM**

INSTRUCTIONS :

1. This examination paper consists of FOUR (4) questions on TWO (2) printed pages, excluding the cover page. A case study is also attached.
2. You have to answer ALL questions in the answer booklet provided.
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Final Exam Answer Booklet

**Restricted** Not available unless:

- It is after **19 April 2020, 8:45 AM**
- It is before **19 April 2020, 12:15 PM**

INSTRUCTIONS :

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**FINAL EXAMINATION SCHEDULE  
THIRD SEMESTER 2019/2020 SESSION (193)  
SUBSEQUENT TO COVID-19 PANDEMIC  
(OYAGSB & UUM COB SINTOK)**

FINAL EXAMINATION DATE/DAY	TIME	CODE / COURSES	CENTRE	GROUP / NO. OF STUDENT	LECTURER'S NAME	VENUE
15 August 2020 (Saturday)	9.00 am - 12.00 pm	OWFM6013 Corporate Finance	UUM KL	A / 21	Assoc. Prof. Dr. Nurwati Ashikkin Ahmad Zaluki	UUM ONLINE LEARNING & WEBEX
		OJMP6013 Operation and Innovation Management	Sintok	A / 10	Dr. Herman Shah Anuar	
	9.00 am - 9.00 pm	BEEP5113 Advanced Public Finance	Sintok	A / 7	Assoc. Prof. Dr. Hussin Abdullah	
	2.30 pm - 5.30 pm	BDMR8013 Business Research and Methodology	UUM KL	A / 14	Assoc. Prof. Dr. Subramaniam Sri Ramalu	
		OPME6013 Innovation and New Venture Creation		A / 1	Prof. Dr. Norazah Mohd Suki	
		OPME6013 Innovation and New Venture Creation	ANGKASA	A / 14	Prof. Dr. Norazah Mohd Suki	
	3.00 pm - 6.00 pm	BKAA5013 Issues in Auditing & Investigations	Sintok	A / 8	Dr. Nor Zalina Mohamad Yusof	
		BWFM5013 Corporate Finance		A / 9	Dr. Sabariah Nordin	

FINAL EXAMINATION DATE/DAY	TIME	CODE / COURSES	CENTRE	GROUP / NO. OF STUDENT	LECTURER'S NAME	VENUE
16 August 2020 (Sunday)	9.00 am - 12.00 pm	BIMM5023 Leadership Theories and Leadership in Islam	Sintok	A / 5	Prof. Dr. Abdullah Hj Abdul Ghani	UUM ONLINE LEARNING & WEBEX
		BKAL5033 Seminar In Corporate Governance		A / 10	Dr. Azharudin Ali	
		BSMH5123 International Human Resource Management		A / 15	Prof. Dr. Khulida Kirana Yahya	
		BWFF5013 Corporate Financial Management		A / 4	Assoc. Prof. Dr. Rohani Md Rus	
		OWFM6013 Corporate Finance		A / 11	Assoc. Prof. Dr. Zahiruddin Ghazali	
	9.00 am - 12.00 pm	OPMM6013 Strategic Marketing	ANGKASA	A / 15	Assoc. Prof. Dr. Asmat Nizam Abdul Talib	
		OQQP6013 Decision Making in Business	UUM KL	A / 22	Dr. Rohail Hassan	
	9.00 am - 3.00 pm	BSMH5213 Safety Management	Sintok	A / 5	Assoc. Prof. Dr. Munauwar Mustafa	
		BSMH5303 HRM and Behavioral Aspect in Safety and Health		A / 2	Dr. Zuraida Hassan	
	9.00 am - 9.00 pm	BEEQ5123 Advanced Mathematical Economics	Sintok	A / 22	Assoc. Prof. Dr. Nor Azam Abdul Razak	
		BEET5113 International Trade Theory		A / 7	Dr. Ruhaida Saidon	
		OCCC6013 Strategic Corporate Communication		UUM KL	A / 6	

FINAL EXAMINATION DATE/DAY	TIME	CODE / COURSES	CENTRE	GROUP / NO. OF STUDENT	LECTURER'S NAME	VENUE
16 August 2020 (Sunday)	3.00 pm - 6.00 pm	BKAR5063 Financial Statement Analysis	Sintok	A / 9	Dr. Fathilatul Zakimi Abdul Hamid	UUM ONLINE LEARNING & WEBEX
		BPMN6053 Management Information System (for MSc. Student only)		A / 12	Dr. Siti Noratisah Mohd Nafi	
		BWFF5043 International Financial Management		A / 7	Mr. Puspakaran s/o Kesayan	
17 August 2020 (Monday)	9.00 am - 9.00 pm	BEEB5053 Advanced Econometrics	Sintok	A / 1	Dr. Mohamad Helmi Hidhiir	
	12.00 pm - 3.00 pm	BWFF6013 Seminar in Finance		A / 10	Prof. Dr. Nur Adiana Hiau Abdullah	
19 August 2020 (Wednesday)	9.00 am - 12.00 pm	BWFF5033 Financial Reporting and Statement Analysis	Sintok	A / 5	Dr. Syed Mohd. Na'im Syed Salim	
21 August 2020 (Friday)	9.00 am - 12.00 pm	BPMN6013 Organizational Behavior and Development	Sintok	A / 10	Assoc. Prof. Dr. Fais Ahmad	
22 August 2020 (Saturday)	9.00 am - 9.00 pm	OCCC6013 Strategic Corporate Communication	UUM KL	A / 3	Prof. Dr. Hassan Abu Bakar	
		OPMM6023 Strategic Management	Sintok	A / 2	Dr. Arfan Shahzad	
	OPMM6023 Strategic Management	UUM KL	A / 5	Dr. Arfan Shahzad		
	12.00 pm - 3.00pm	BWFF5053 Advanced Corporate Financial Management	Sintok	A / 7	Dr. Norzalina Ahmad	
	2.30 pm - 5.30 pm	OJMP6023 Global Supply Chain Management	UUM KL	A / 11	Assoc. Prof. Dr. Sabariah Yaakub	

FINAL EXAMINATION DATE/DAY	TIME	CODE / COURSES	CENTRE	GROUP / NO. OF STUDENT	LECTURER'S NAME	VENUE
22 August 2020 (Saturday)	2.30 pm - 5.30 pm	OKMA6013 Accounting for Managers	ANGKASA	A / 15	Prof. Dr Wan Nordin Wan Hussin & Sahar E-Vahdati	UUM ONLINE LEARNING & WEBEX
	3.00 pm - 6.00 pm	OJMP6023 Global Supply Chain Management	Sintok	A / 7	Dr. Gunalan Nadarajah	
23 August 2020 (Sunday)	9.00 am - 3.00 pm	BSMH5143 Compensation and Benefits Management	Sintok	A / 18	Assoc. Prof. Dr. Abdul Halim Abdul Majid	
	9.00 am - 6.00 pm	BPMH5043 Performance Management		A / 2	Assoc. Prof. Dr. Wan Shakizah Mohd Noor	
	9.00 am - 9.00 pm	BEEI5113 Industrial Organization		A / 7	Assoc. Prof. Dr. Shazida Jan Mohd Khan	
		OMMU6013 Business Ethics, CSR & Sustainability	ANGKASA	A / 15	Dr. Nazahah Abd Rahim	
	12.00 pm - 3.00 pm	BKAR5043 Financial Accounting Theory & Reporting	Sintok	A / 15	Dr. Siti Seri Delima Abdul Malak	

Updated as at 12 August 2020