



GUIDELINES FOR ADMINISTRATION OF ONLINE FINAL EXAMINATION FOR OYAGSB'S & COB'S
POSTGRADUATE PROGRAMME SUBSEQUENT TO COVID-19 PANDEMIC
FIRST TRIMESTER 2020/2021 (201)

A. ADMINISTRATION OF ONLINE FINAL EXAMINATION

All final examination will commence from 11 December 2020 – 20 December 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 Trimester 201. At the last empty row of the subject page, rename the date to "FINAL EXAMINATION FIRST TRIMESTER 2020/2021 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 11 December 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. 201 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 FIRST TRIMESTER 2020/2021 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 First Trimester 2020/2021

Expand all

General

Name: Final Examination Questions

Description



INSTRUCTIONS:

1. This examination paper consists of **TWO (2)** questions on **ONE (1)** printed page, excluding the cover page.
2. You have to answer **ALL** questions in the answer book 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

Files

ii) Final

Appearance

Common module settings

Restrict access

Access restrictions

Student must match all of the following

Date from 13 December 2020 08 : 45 x

and

Date until 13 December 2020 12 : 00 x

Add restriction...

B. Uploading Final Exam Answer Booklet:

Updating Assignment in FINAL EXAMINATION First Trimester 2020/2021

Expand all

General

Assignment name Final Examination Booklet

Description

INSTRUCTIONS:

1. This examination paper consists of **TWO (2)** questions on **ONE (1)** printed page, excluding the cover page.
2. You have to answer **ALL** questions in the answer book provided.
3. Candidates are bound by the **UUM'S RULES AND PROCEDURES ON ACADEMIC FRAUD.**

Display description on course page

Additional files Maximum size for new files: 500MB

Final Exam

Availability

Allow submissions from 13 December 2020 12:00 Enable

Due date 13 December 2020 12:15 Enable

Cut-off date 2 December 2020 14:30 Enable

Remind me to grade by 2 December 2020 14:30 Enable

Always show description

Restrict access

Access restrictions Student must match all of the following

Date from 13 December 2020 08:45 x

and

Date until 13 December 2020 12:00 x

Add restriction...

Activity completion

Tags

Competencies

Save and return to course Save and display Cancel

C. Overall Outlook of the Instructions:

FINAL EXAMINATION First Trimester 2020/2021 Edit

Final Examination Questions Edit

Hidden from students

INSTRUCTIONS:

1. This examination paper consists of **TWO (2)** questions on **ONE (1)** printed page, excluding the cover page.
2. You have to answer **ALL** questions in the answer book provided.
3. Candidates are bound by the **UUM's RULES AND PROCEDURES ON ACADEMIC FRAUD.**

Final Examination Booklet Edit

Hidden from students

INSTRUCTIONS:

1. This examination paper consists of **TWO (2)** questions on **ONE (1)** printed page, excluding the cover page.
2. You have to answer **ALL** questions in the answer book provided.
3. Candidates are bound by the **UUM's RULES AND PROCEDURES ON ACADEMIC FRAUD.**

[+ Add an activity or resource](#)



OTHMAN YEOP ABDULLAH GRADUATE SCHOOL OF BUSINESS
SCHEDULE OF EXAMINATION FOR POSTGRADUATE COURSES
FIRST TRIMESTER 2020/2021 SESSION
UUM SINTOK, UUM KUALA LUMPUR (MBA), ANGKASA & LHDNM

ACADEMIC CALENDAR FOR FIRST TRIMESTER 2020/2021 SESSION (Source: University Academic Calendar)	
10 September 2020 - 27 September 2020	Course registration for new postgraduate students
10 September 2020 - 27 September 2020	Renewal of registration and course registration for returning postgraduate students
11 September 2020 - 10 December 2020	Period of study
11 October 2020	Last day for students to Submit Thesis/Dissertation for examination or Senate approval (without charge)
11 October 2020	Last day for students to settle the fees for current semester
10 November 2020	Last day to WITHDRAW from examination / to apply for deferment of study (with 50% refundable fees)
3 December 2020	Last day to WITHDRAW from examination / to apply for deferment of study
10 December 2020	Last day to submit Project Paper / Research Paper / Internship / Practicum Report
11 December 2020 - 20 December 2020	Final assessment
21 December 2020 - 7 January 2021	Trimester break
3 January 2021	Last day for lecturers to transmit examination marks
6 January 2021	Release of examination results

FINAL EXAMINATION		CODE / COURSES	GROUP / NO. OF STUDENT	STUDY CENTRE	LECTURER'S NAME & EMAIL ADDRESS
DATE/DAY	TIME				
11 December 2020 Friday	9.00 am - 12.00 pm	BWSS5023 Islamic Financial Contracts and Maxims	A / 12	UUM Sintok	Name : Prof. Dr. Asmadi Mohamed Naim Email address : asmadi@uum.edu.my
12 December 2020 Saturday	9.00 am - 12.00 pm	BKAM5023 Management Accounting and Control Systems	A / 8	UUM Sintok	Name : Dr. Hafizah Abd Mutalib Email address : amhafizah@uum.edu.my
		BSMH5063 Workforce Diversity Management	A / 4	UUM Sintok	Name : Dr. Zurina Adnan Email address : rina@uum.edu.my
		BWFN5013 Investment	A / 9	UUM Sintok	Name : Mr. Puspakaran Kesayan Email address : pusp1164@uum.edu.my
		BSMH5263 OSH Management Systems	A / 1	UUM Sintok	Name : Assoc. Prof. Dr. Nor Azimah Chew Abdullah Email address : norazimah@uum.edu.my
	9.00 am - 3.00 pm	BEEM5123 Banking and Financial Economics	A / 3	UUM Sintok	Name : Assoc. Prof. Dr. Hussin Abdullah Email address : hussin2141@uum.edu.my

FINAL EXAMINATION		CODE / COURSES	GROUP / NO. OF STUDENT	STUDY CENTRE	LECTURER'S NAME & EMAIL ADDRESS
DATE/DAY	TIME				
12 December 2020 Saturday	9.00 am - 5.00 pm	OJMT6013 E-Business	A / 15	ANGKASA	Name : Ts. Dr. Nizal Izwan Mohd Shaharane Email address : nizal@uum.edu.my
	9.00 am - 9.00 pm	BWFM5013 Corporate Finance	A / 5	UUM Sintok	Name : Dr. Sabariah Nordin Email address : norsabariah@uum.edu.my
	3.00 pm - 6.00 pm	BKAT5073 Indirect Tax Audit and Investigation	A / 6	UUM Sintok	Name : Dr. Idawati Ibrahim Email address : idawati@uum.edu.my
		BWFF5023 Islamic & Conventional Financial Markets, Instruments & Institutions	A / 4	UUM Sintok	Name : Dr. Md. Mahmudul Alam Email address : mahmudul@uum.edu.my
		OMMU6013 Business Ethics, CSR & Sustainability	A / 7	UUM Sintok	Name : Dr. Sahar E-Vahdati Email address : sahar.evahdati@uum.edu.my
13 December 2020 Sunday	9.00 am - 12.00 pm	BKAR5033 Seminar in International Accounting	A / 13	UUM Sintok	Name : Assoc. Prof. Dr. Nor Asma Lode Email address : asma@uum.edu.my
		BSMH5013 Human Resource Management	A / 7	UUM Sintok	Name : Assoc. Prof. Dr. Mohd Faizal Mohd Isa Email address : m.faizal@uum.edu.my
		BWFN5043 Real Estate Finance and Investment	A / 3	UUM Sintok	Name : Assoc. Prof. Dr. Wong Woei Chyuan Email address : wwchyuan@uum.edu.my
		BSMH5203 Aspect of OSH Legislation	A / 8	UUM Sintok	Name : Mr. Syazwan Syah Zulkifly Email address : syazwan.syah@uum.edu.my
		OPMM6023 Strategic Management	A / 4	UUM Sintok	Name : Dr. Francis Chuah Chin Wei Email address : francischuah@uum.edu.my
		OQQP6013 Decision Making in Business	A / 15	ANGKASA	Name : Dr. Rohail Hassan Email address : rohail.hassan@uum.edu.my
	9.00 am - 3.00 pm	BEEB5053 Microeconomics Analysis	A / 1	UUM Sintok	Name : Assoc. Prof. Dr. Shri Dewi Applanaidu Email address : dewi@uum.edu.my
	3.00 pm - 6.00 pm	BKAS5013 Seminar in Accounting Information Systems	A / 9	UUM Sintok	Name : Dr. Shahifol Arbi Ismail Email address : arbi@uum.edu.my
BKAT5043 Selected Issues in Corporate Taxation		A / 5	UUM Sintok	Name : Assoc. Prof. Dr. Natrah Saad Email address : natrah@uum.edu.my	
14 December 2020 Monday	9.00 am - 12.00 pm	BKAA5013 Issues in Auditing and Investigation	A / 14	LHDNM	Name : Dr. Nor Zalina Mohamad Yusof Email address : nzalina@uum.edu.my
	9.00 am - 3.00 pm	BEEQ5113 Applied Econometrics	A / 1	UUM Sintok	Name : Mr. Rizaudin Sahlan Email address : rizaudin@uum.edu.my
	9.00 am - 9.00 pm	BWFF5013 Corporate Financial Management	A / 11	UUM Sintok	Name : Assoc. Prof. Dr. Rohani Md Rus Email address : rohani@uum.edu.my

FINAL EXAMINATION		CODE / COURSES	GROUP / NO. OF STUDENT	STUDY CENTRE	LECTURER'S NAME & EMAIL ADDRESS
DATE/DAY	TIME				
14 December 2020 Monday	3.00 pm - 6.00 pm	BWFF5043 International Finance Management	B / 3	UUM Sintok	Name : Assoc. Prof. Dr. Rohami Shafie Email address : rohami@uum.edu.my
17 December 2020 Thursday	9.00 am - 12.00 pm	BKAR5043 Financial Accounting Theory & Reporting Practices	A / 14	LHDNM	Name : Assoc. Prof. Dr. Norhani Aripin Email address : norhani@uum.edu.my
		BSMH5133 Human Resource Development	A / 10	UUM Sintok	Name : Prof. Dr. Khulida Kirana Yahya Email address : khulida@uum.edu.my
19 December 2020 Saturday	9.00 am - 12.00 pm	OPMM6013 Strategic Marketing	A / 18	UUM Kuala Lumpur	Name : 1) Assoc. Prof. Dr. Asmat Nizam Abdul Talib 2) Prof. Dr. Nor Azila Mohd Noor Email address : 1) asmat@uum.edu.my 2) azila@uum.edu.my
	9.00 am - 3.00 pm	BEEI5153 Labour Market Analysis	A / 3	UUM Sintok	Name : Assoc. Prof. Dr. Shamzaeffa Samsudin Email address : shamzaeffa@uum.edu.my
	9.00 am - 5.00 pm	OJMT6013 E-Business	A / 5	UUM Sintok	Name : Prof. Dr. Shahizan Hassan Email address : shahizan@uum.edu.my
	9.00 am - 9.00 pm	BSMH5243 Fire Safety Management	A / 8	UUM Sintok	Name : 1) Assoc. Prof. Dr. Wan Shakizah Wan Mohd Noor 2) Madam Sayani Saidon Email address : 1) shakizah@uum.edu.my
	12.00 pm - 3.00 pm	BSMH5033 Industrial Relations	A / 12	UUM Sintok	Name : Assoc. Prof. Dr. Kamal Ab Hamid Email address : abkamal@uum.edu.my
		BWFF5073 Advanced Financial Modelling	A / 9	UUM Sintok	Name : Mr. Afiruddin Tapa Email address : afiruddin@uum.edu.my
	2.30 pm - 5.30 pm	BSMH5053 Managing Occupational Safety & Health	A / 7	UUM Sintok	Name : Assoc. Prof. Dr. Munauwar Mustafa Email address : munauwar@uum.edu.my
		BSMH5313 Risk Assessment Techniques	A / 5	UUM Sintok	Name : 1) Assoc. Prof. Dr. Wan Shakizah Wan Mohd Noor 2) Mr. Husri Hussain Email address : 1) shakizah@uum.edu.my
		OPMM6023 Strategic Management	A / 9	UUM Kuala Lumpur	Name : Dr. Arfan Shahzad Email address : arfan@uum.edu.my
20 December 2020 Sunday	9.00 am - 12.00 pm	BSMH5043 Performance Management	A / 9	UUM Sintok	Name : Assoc. Prof. Dr. Johanim Johari Email address : johanim@uum.edu.my
		OEEM6013 Economics for Business	A / 6	UUM Sintok	Name : 1) Prof. Dr. Roslan Abdul Hakim 2) Prof. Dr. Mohd Zaini Abd Karim Email address : 1) ahroslan@uum.edu.my 2) zaini500@uum.edu.my
		OEEM6013 Economics for Business	A / 12	UUM Kuala Lumpur	Name : Prof. Dr. Mohd Zaini Abd Karim Email address : zaini500@uum.edu.my

FINAL EXAMINATION		CODE / COURSES	GROUP / NO. OF STUDENT	STUDY CENTRE	LECTURER'S NAME & EMAIL ADDRESS
DATE/DAY	TIME				
20 December 2020 Sunday	12.00 pm - 3.00 pm	BKAT5023 Contemporary Issues in International Taxation	A / 7	UUM Sintok	Name : Assoc. Prof. Dr. Zaimah Zainol Ariffin Email address : zaimah@uum.edu.my
		BPMS6023 Muamalat Management	A / 4	UUM Sintok	Name : Prof. Dr. Abdullah Haji Abdul Ghani Email address : abd129@uum.edu.my
		BWFF5033 Financial Reporting and Statement Analysis	A / 4	UUM Sintok	Name : Dr. Syed Mohd Na'im Syed Salim Email address : snaim@uum.edu.my

Updated as at 8 December 2020 @ 9.00 am

zaidah/Examination Schedule_201