Online Examination Guideline

Maldives Business School conducts examinations using Safe Examination Browser .Each student must install and configure the browser accordingly to join the online exams. You are only allowed to take part in the exam using a Windows or a Mac. You cannot take part in the exam using your mobile phone.

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1. Installation and configuration

1. **Download Safe Exam Browser**
   Safe Exam Browser can be downloaded from their website https://safeexambrowser.org/download_en.html. Please make sure you are using a Safe Exam Browser version 2 and above to access the exam. After installing the software, download the configuration file from the next step.

2. **Install the configuration file provided by Maldives Business School**
   The configuration file configures the Safe Exam Browser to access to your exams. You will not be able to take part in the exam without the correct configurations. Click here to download the configuration file. Once the file is downloaded open the configuration file and it would automatically open Safe Exam Browser. A field to enter the password will be prompted, please enter "onlineexam" as a password and our student portal will load within the Safe Exam Browser. You can quit the Safe Exam Browser for now.

2. How are the exams conducted?

The examinations are conducted on a particular date and time, and invigilators will be monitoring your exam. If you fail to submit the examination one the given date and time you will be disqualified from that attempt.

Before you attempt any exam make sure you get the correct Adobe Connect exam room link from the college. Normally this link would be sent to you through an SMS beforehand. To avoid problems, you should login to the room 15-20 minutes earlier than the given time and ask the staff any questions you have or inform them of any problems you are facing. You are required to have your webcam on and broadcasting throughout the exam. If you get disconnected, you will have to redo the exam.

Our staff will be continuously monitoring webcams and your activity will be logged throughout the exam. If they see any unsuitable behavior, they will flag you and after reviewing you may be disqualified from the exam. Each exam session is recorded for future viewing. You are not allowed to copy and paste, look at books and other resources or talk to anyone nearby while you take the exam. Make sure the room you sit in has bright light and it does not have any other distractions. Taking a phone call/replying to texts and other similar behavior is deemed as unfit during the exam. You must always be facing the screen and our staff should be able to see you clearly.

After logging into the meeting and you start broadcasting your webcam, our staff will announce when the exam is ready. You can start the exam by minimizing Adobe Connect and starting Safe Exam Browser. It will ask you to login to your Student Portal and you can navigate to your course and start the exam. You can submit the exam before the time ends, but if you fail to submit before the time ends your attempt will be marked as failed. Remember, for any reason if your webcam goes offline or if it faces any problem you maybe disqualified. Please make sure you have a stable internet before the exam starts.

Once you finish submitting the exam, you can close the browser and let our staff know that you have finished submitting the exam. You can leave the Adobe Connect meeting afterwards.

3. Exam rules

Section A

- You need to be in a well-lit room, with no other people present (including children) with no interruptions. We suggest that you let your friends and family know that you are sitting your exam and let them know that you require a private quiet space for the duration.

- Your workspace should be free of paper, books and sticky notes and your walls should be clear of any documents or materials which may be relevant to the exam. Remove anything on your desk that is not related to your exam.

- Your mobile phone, smart watch or other devices should be turned off or put away. You are not permitted to wear headphones.

- To ensure your internet connection is not interrupted or slow, ask other people using your connection not to stream video or download large files while you are sitting your exam.

- For integrity reasons, the exam supervisors ensure that students are not accessing unauthorized materials during the exam. For this reason, students may not leave the view of the webcam. The supervisor will need to be able to see you face - from forehead to chest - in the view of the webcam during your exam.

- Please note that you will not be able to attend to children during your exam so you may need to make arrangements for children to be cared for away from your exam space.

- You are not allowed to leave the view of the webcam during the exam. Please be prepared when you sit for your exam.

Section B

You will be disqualified if unsuitable behavior is observed during the examination.

You will be disqualified if you:
- Eat, drink or communicate with anyone.
- Engage in disruptive behavior.
- Cheat.