

UNIVERSITI MALAYSIA PAHANG FINAL EXAMINATION MANAGEMENT GUIDELINES DURING THE RECOVERY MOVEMENT CONTROL ORDER (RMCO) PERIOD FOLLOWING THE COVID-19 PANDEMIC

1. INTRODUCTION

- 1.1 The guidelines aim to safeguard the staff and students' welfare during the administration of the face-to-face final examination during the Recovery Movement Control Order period towards ensuring the prevention of COVID-19 spread and as a reference to all Universiti Malaysia Pahang staff and students involved.
- 1.2 Healthcare and social distancing are the topmost important aspects in examination management for the purpose of preventing the spread of COVID-19 among UMP staff and students.
- 1.3 The guidelines are to be implemented in Semester II Final Examination of 2019/2020 Academic Session for courses with the face-to-face final examination scheduled during the Recovery Movement Control Order period.

2. BACKGROUND

- 2.1 The Malaysian Government officially declared the Movement Control Order on 16 March 2020 which was later extended to a few phases of Conditional Movement Control Order (CMCO) from 4 May until 9 June 2020. During this period, the Government had prohibited all educational institutions from operating. On 7 June 2020, the Recovery Movement Control Order was declared to be in effect from 10 June until 31 August 2020.
- 2.2 Therefore, the guidelines are seen to serve the purpose of smoothing out the final examination process for Semester II, 2019/2020 Academic Session so that the risk of spreading COVID-19 among UMP students and staff can be eliminated.

3. ABBREVIATION

NO	AKRONIM	PERKARA
1.	RMCO	Recovery Movement Control Order
2.	COVID-19	2019 Novel Coronavirus Disease
3.	MOH	Ministry of Health, Malaysia
4.	WHO	World Health Organisation
5.	UMP	Universiti Malaysia Pahang
6.	PPA	Centre for Academic Management
7.	UHC	University Health Centre

4. DENOTATION

- 4.1 **“Symptomatic”** means COVID-19 first symptoms ranging from fever, cough, cold, sore throat, difficulty in breathing, fatigue, and other symptoms.
- 4.2 **“Social Distancing”** means keeping a safe distance of at least one (1) metre apart from other individuals under any circumstances.
- 4.3 **“Examination Invigilator”** means a member of staff who is appointed to invigilate students during the final examination.
- 4.4 **“Examination Secretariat”** means staff who are appointed to administer the final examination.
- 4.5 **“Examination Officers”** means staff who are appointed as the members of examination secretariat, chiefs of the examination hall, chief invigilators, and invigilators.

5 IMPLEMENTATION

5.1 Examination Hall/Room Layout Plan

5.1.1 There should be at least one (1) metre distance between examination desks in each examination hall/ room.

5.1.2 The maximum capacity of each examination hall/ room is reduced to 250 pax as shown in **Table 1** below:

Table 1: Final Examination Hall/ Room Capacity

UMP Pekan				
No	Examination Hall/ Room	Location	Original Capacity	New Capacity
1	UMP Pekan Main Examination Hall (DBPP)	Multipurpose Hall	400	250
2	BAP - Student Activity Room	Faculty of Manufacturing and Mechatronics Engineering Technology	66	33
3	PBL01 - PBL 01 Room		35	15
4	PBL02 - PBL 02 Room		35	15
5	BK01 - Lecture Room 01		24	12
6	BK02 - Lecture Room 02		24	12
7	BK03 - Lecture Room 03		24	12
8	BK04 - Lecture Room 04		24	12
9	BK05 - Lecture Rooms 05 & 06		50	25
10	DPM - Mechanical Examination Hall	Faculty of Mechanical and Automotive Engineering Technology	89	44
11	FKM L1 - Mechanical Examination Hall Level 1		42	21
12	BTP 1 (M) - Project Briefing Room 1 (Mechanical)		43	21
13	BTP 2 (M) - Project Briefing Room 2 (Mechanical)		43	21
14	BTP 3 (M) - Project Briefing Room 3 (Mechanical)		43	21
15	DPE - Electrical & Electronics Examination Hall	Faculty of Electrical and Electronics Engineering Technology	82	41
16	BTP 1 (E) - Project Briefing Room 1 (Electrical & Electronics)		45	22
17	BTP 2 (E) - Project Briefing Room 2 (Electrical & Electronics)		43	21
18	BTP 3 (E) - Project Briefing Room 3 (Electrical & Electronics)		43	21
19	LAB (E) - Computer Lab Block 3 Level 1 (Electrical & Electronics)		62	31
20	F01 – Computer Lab FKEE		20	10
Total			1237	660

UMP Gambang Campus				
No	Examination Hall/ Room	Location	Original Capacity	New Capacity
1	Main Examination Hall	University Sports Complex	1080	800
2	ASTAKA	Astaka	355	180
3	WDK02 - Examination Hall 02, Block W	Block W	35	15
4	WDK03 - Examination Hall 03, Block W		35	15
5	WDK04 - Examination Hall 04, Block W		35	15
6	WDK06 - Examination Hall 06, Block W		35	15
7	WDK07 – Examination Hall 07, Block W		35	15
8	WDK08 – Examination Hall 08, Block W		35	15
9	WDK09 - Examination Hall 09, Block W		35	15
10	WDK10 – Examination Hall 10, Block W		35	15
11	WDK11 – Examination Hall 11, Block W		35	15
12	WDK15 - Examination Hall 15, Block W		35	15
13	WDK16 - Examination Hall 16, Block W		35	15
14	VDK01 - Examination Hall 01, Block V	Block V	75	35
15	VBK01 - Lecture Room 01, Block V		30	15
16	VBK02 - Lecture Room 02, Block V		30	15
17	VBK03 - Lecture Room 03, Block V		30	15
18	VBK04 – Lecture Room 04, Block V		30	15
19	VBK05 – Lecture Room 05, Block V	30	15	
TOTAL			2045	1080

Note: This table is subject to change from time to time depending on recommendations given by the National Security Council.

5.2 Infrastructure Management

The secretariat is responsible to:

- 5.2.1 make sure each examination hall/ room is cleaned up every day before and after any examination slot.
- 5.2.2 ensure the main focus of cleaning is targeted at high-touch surfaces and areas within arm's reach e.g. doorknobs, switches, washing basins, faucets, lift buttons, flush tanks, toilet seats, and many others.

- 5.2.3 prepare an appropriate layout plan for each examination hall/room.
- 5.2.4 maintain a safe distance of at least one (1) metre apart between examination desks in each examination hall/room.
- 5.2.5 provide designated entry and exit routes. Distance markers/signage should be placed around the examination hall/room areas to systematically navigate the students' movement.
- 5.2.6 display printed materials of cleaning and safety procedures, as well as COVID-19 prevention measures in the right places.

6. ROLES AND RESPONSIBILITIES

6.1 Student

- 6.1.1 Each student is required to be in the examination hall/room **one (1) hour** before a final examination slot commences.
- 6.1.2 Only stationery/calculators/ and authorized items are permitted to be brought into the examination hall/room.
- 6.1.3 Bags or other items except those mentioned in 6.1.2 are not allowed in the immediate vicinity of an examination location as to avoid congestion outside the final examination hall/room.
- 6.1.4 Undergo a body temperature check before entering the examination hall/room.
- 6.1.5 It is **COMPULSORY** for every student to wear a face mask.
- 6.1.6 Practice social distancing by keeping a safe distance of at least one (1) meter apart from other individuals upon entering the examination hall/room.
- 6.1.7 Hands must be frequently cleaned with soap and water or hand sanitizer.
- 6.1.8 Attendance must be recorded via MySejahtera Application provided.

6.2 Examination Secretariat

- 6.2.1 Those who conduct health screening sessions **MUST** wear face masks.
- 6.2.2 Ensure designated entry and exit routes are safe and free from the risk of COVID-19 spread.
- 6.2.3 Provide records of attendance (MySejahtera Application) for each student/officer.
- 6.2.4 Appoint well-trained officers to perform body temperature checks.
- 6.2.5 Monitor and ensure all students and officers follow the prescribed regulations and practice social distancing.
- 6.2.6 Notify the University Health Centre if there is any student/examination officer who has COVID-19 symptoms.
- 6.2.7 Comply to COVID-19 regulations and orders as prescribed by the employer and guidelines as set by the MoH, WHO, and other specialized agencies.

6.3 Chief of the Examination Hall/Chief Invigilator/Invigilator

- 6.3.1 Each chief of the examination hall/chief invigilator/invigilator is required to be in the examination hall/room **one (1) hour** before a final examination slot commences.
- 6.3.2 Undergo a body temperature check before entering the examination hall/room.
- 6.3.3 It is **COMPULSORY** for each chief of the examination hall/chief invigilator/invigilator to wear a face mask.
- 6.3.4 Practice social distancing by keeping a safe distance of at least one (1) metre apart from other individuals upon entering the examination hall/room.
- 6.3.5 Hands must be frequently cleaned with water and soap or hand sanitizer.

6.3.6 Attendance must be recorded via MySejahtera Application provided.

7. PROCEDURES BEFORE ENTERING THE EXAMINATION HALL/ROOM

- 7.1 Each student/examination officer is required to be in the examination hall/room **one (1) hour** before a final examination slot commences.
- 7.2 It is **COMPULSORY** for every student/examination officer to wear a face mask. Those who fail to do so will be **PROHIBITED FROM ENTERING** the examination hall/room.
- 7.3 Students and examination officers should practice social distancing by keeping at least one (1) metre distance from other individuals while queueing up at the examination hall/room.
- 7.4 Self-declare own health status and fill in the attendance record via MySejahtera Application provided.
- 7.5 Each student must undergo a body temperature check before entering the examination hall/ room. A student will be denied entry if he/she; fails the health screening, or is labelled as *Person Under Investigation* (PUI), or has COVID-19 symptoms, or is linked to clusters listed by the Malaysian Ministry of Health, or has been exposed to COVID-19 patients.
- 7.6 The secretariat/exam invigilators must make sure that all students have recorded their attendance (MySejahtera Application) before entering the examination hall/room.
- 7.7 The secretariat/exam invigilators must make sure that students use hand sanitizer before entering the examination hall/room.
- 7.8 Students are not allowed to congregate before or after examination slots.

8. PROCEDURES OF BODY TEMPERATURE CHECKS

- 8.1 Designated officials complete with face masks and gloves will be stationed to perform body temperature checks on each student/examination officer.

8.2 Students/examination officers with ≥ 37.5 body temperature are **NOT ALLOWED** to enter and they will have to undergo body temperature checks again. The University Health Centre will be notified if one's body temperature still exceeds the range allowed.

8.3 A student will be denied entry if he/she; fails the health screening, or is labelled as *Person Under Investigation* (PUI), or has COVID-19 symptoms, or is linked to clusters listed by the Malaysian Ministry of Health, or has been exposed to COVID-19 patients.

9. PROCEDURES OF MANAGING SYMPTOMATIC STUDENTS/EXAM OFFICERS

If a person is showing COVID-19 symptoms, these are the actions that should be taken by the examination secretariat:

9.1 Not to allow the student to sit for the final examination.

9.2 Not to allow the examination officer to be on duty during the final examination period.

9.3 Collect relevant information pertaining to the student/examination officer's condition and notify the University Health Centre.

9.4 Symptomatic students/examination officers must be sent to the University Health Centre for further checkups.

10. SPECIAL EXAMINATION

10.1 A student who fails to sit for the scheduled final examination is advised to submit an official request for Special Examination to the Dean of the Faculty/Centre.

10.2 Bound by the Academic Regulations and Guidelines of UMP, special examination arrangements (except for categories B & C) can be administered for the following cases:

(a) Students who are not eligible to sit for the final examination due to illness as verified by any University Health Centre medical officer or government doctor, or

- (b) Bereaved students due to the demise of immediate family members (parents/guardians/spouses/children), or
 - (c) Students who provide intensive care to their critically ill parents/guardians/spouses/children, or
 - (d) Other reasons acceptable to the University.
- 10.3 A student who fails to sit for the scheduled final examination is advised to submit an official request for Special Examination to the Dean of the Faculty/Centre via mail/email within three (3) days from the day of absence. Relevant supporting documents e.g. medical certificate must be provided.
- 10.4 Special Examination dates will be set by the Faculty/Centre involved.
- 10.5 Special examination arrangements for item 10.2 must be administered within the final examination weeks except for cases permitted by the Deputy Vice Chancellor (Academic & International).