



Announcement of King Mongkut's University of Technology Thonburi
Regarding Guidelines for Online Examination
B.E.2565

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King Mongkut's University of Technology Thonburi finds it appropriate to allow the conduct of online examinations as an additional means to be in compliance with the university's teaching approach, which is constantly changing to reflect current situations.

By virtue of Section 27 of the King Mongkut's University of Technology Thonburi Act B.E.2541 in conjunction with Clause 6 of the Regulations of the King Mongkut's University of Technology Thonburi on Students' Examination B.E.2560., the University thus issued this announcement. The details are as follows:

1. This announcement is called "Announcement of King Mongkut's University of Technology Thonburi Regarding Guidelines for Online Examination B.E.2565."

2. This announcement is effective from the announced date until further notice.

3. In this announcement

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| "University" | means | King Mongkut's University of Technology Thonburi |
| "President" | means | the President of King Mongkut's University of Technology Thonburi |
| "Students" | means | the students of King Mongkut's University of Technology Thonburi |
| "Online Examinations" | means | achievement tests administered by the University via the Internet or electronic testing in which students and teachers are not physically present in the same place, whether it is a mid-term or final examination, as well as other examinations determined by the University. |

4. Practices on Online Examinations

4.1 Lecturers are allowed to arrange online examinations, taking into account the appropriateness of course contents, programs, applications, online examination platforms such as Testimate or Save Exam Browser, the number of test takers, the duration of an examination, and exam invigilators to ensure that an online examination will run smoothly, effectively, and with fairness.

4.2 Prior to the examination, lecturers are required to clearly inform students of the examination procedures and conditions, such as the equipment allowed to be used in the exam, communication channels in case of disruptions, means for answer submission, means to check the name lists of the test takers, means for students to identify themselves or other related issues.

4.3 Students must strictly abide by the online examination procedure specified by the University, Faculty, Department, or lecturers.

4.4 Students are responsible for ensuring the readiness of equipment used in online examinations, such as computers, tablets, chargers, Internet networks, and smartphones, as well as installing programs, applications, or platforms that will be used to log in to the online examination system prior to the examination date.

4.5 Students must prepare the location and surrounding area to be suitable for taking online exams. During the examination, no one else may enter the examination room. There must be no signs of dishonesty in the online examination areas.

4.6 Students are obliged to provide proof of identification, such as a student card or other government-issued identifications, for verification according to the date, time, and channel specified by the University or lecturers.

4.7 Students must wear appropriate attire at all times during online examinations and must give permission the University, the Faculty, the Department, or the lecturers to record video and audio for the duration of the online examination.

4.8 Students who arrive after the scheduled start time will be denied access to the exam. Students are requested to promptly notify the lecturers or exam invigilators, along with clarifying the reasons for being late as soon as possible.

4.9 Students who take the test must strictly follow the instructions specified in the exam.

4.10 In the event of problems during the examination or the submission, such as power outages, internet failures, or other issues that affect the continuity of the exam, students should take screenshots, record the time of the incident as evidence, and immediately notify the lecturers or exam invigilators through the previously specified channels or means. In this regard, the disruptions cannot be used to request an extension of the exam period.

4.11 Students are required to submit the answers within the time limit specified by the lecturers. The exam invigilators shall give notice at least 10 minutes before the end of the examination period. Students may only leave the exam with permission from the exam invigilators.

4.12 The period for answer submissions is still considered to be part of the examination period. Students will not be able to request any additional corrections or changes once their answers have been submitted.

4.13 All exams, regardless of type, are private and confidential. Students are not allowed to copy or take photos or videos of the exam. Answers or answer guidelines, in any part, cannot be published on the Internet or through any other channels unless authorized by the lecturers.

5. Prohibitions on Online Examinations

5.1 Students are not allowed to wear earphones during the exam, except for the subjects that include listening to an audio file.

5.2 Students must do the exam by themselves. They are forbidden to get others to take the exam for them, to receive any kind of help in getting answers from others, and to help other students taking the same exam by any means.

5.3 Students are prohibited from doing anything that disturbs others during the examination.

5.4 Students are required to refrain from eating, drinking, going to the toilet, or moving out of the camera's range in case the camera is required to be turned on or recorded, unless given permission by the exam invigilators.

5.5 Students are prohibited from opening programs other than the programs used in the examination and shall not bring any books, documents, calculators, or materials that can be used to search for information or answers that will facilitate answering the exam or making the calculation unless authorized by the lecturers.

5.6 During the exam, no communication or electronic devices are permitted, with the exception of those used in the examination or special medical equipment such as hearing aids or vision aids, etc. Prior to the examination, students must notify the lecturers or exam invigilators of any such devices.

5.7 No talking or inquiring between people is permitted during the online exam, except with the exam invigilators.

5.8 Students must not engage in any act or behavior that could be considered as dishonesty during the examination.

6. Frauds in online examination include the following:

6.1 Getting others to take the examination for them

6.2 Counterfeiting of documents to take the examination, or any other cases relating to the examination

6.3 Communicating with other test takers or other people during the exam period

6.4 In any case, attempting to view answers or allowing other test takers to view their answers electronically or in any other form

6.5 Allowing other test takers to use one's student code and password to enter the system for an online examination.

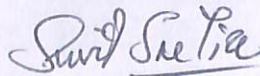
6.6 Copying, recording, screenshotting, or taking photos of exam papers.

6.7 Any other acts deemed dishonest by the lecturers or the exam invigilators.

6.8 Procedures for punishing students who cheat, commit fraud, or fail to comply with the terms and conditions of the examination are to be in accordance with the rules and regulations determined by the university.

7. The president is the person in charge of this announcement. In case there are conflicts, problems in practice or others are not specified in this announcement. The judgment of the president shall be considered final.

Announced on 3 November B.E.2565



(Assoc. Prof. Dr. Suvit Saetia)

President of King Mongkut's University of Technology Thonburi