Introductory Session of Online Examination (OLEX 6) for HKUSPACE & Occasional Students
Overview

- OLEX 6 exam sites
- Preparation Before Exam
- On the day of exam
- At the end of exam
- Notes for Online Exam
- Support
- Q & A
OLEX 6 exam sites

There are three sites for OLEX 6 in Semester 2, 2021 - 2022

1. OLEX Exam Site:
   - (a) https://olex.hku.hk/exam/hku-exam or
   - (b) https://124.71.11.233:8071/exam/hku-exam for connection in Mainland China

2. OLEX Drill Site:
   - (a) https://drill-olex.hku.hk/exam/drill.html or
   - (b) https://124.71.11.233:8073/exam/drill.html for connection in Mainland China

3. OLEX Mock Exam Site:
   - (a) https://mock-olex.hku.hk/exam/hku-exam or
   - (b) https://124.71.11.233:8075/exam/hku-exam for connection in Mainland China
Note for SEN student

• SEN student should receive another set of guideline and procedure for the online exam
Preparation Before Exam

1. Register in OLEX
2. Confirm your Zoom account had a **HKU assigned license** and you are using **HKU Single Sign On (HKU SSO)**
3. Setup your Zoom profile
4. Confirm your devices (PC and mobile) have Zoom application installed and they are updated to latest official version
5. Both device should have camera enabled for the Zoom meetings
Registration

Student must register officially at the OLEX website to take the online exam

1. Click “Moodle guest account”
2. Login with your Moodle guest account and Password
• After login, accept the Academic Integrity Statement for Online Examination and fill in the required information.
Zoom Account for OLEX

• HKUSPACE Student and Occasional Student would be provided a zoom account with HKU’s Zoom Single Sign On (HKU SSO)
• Login to https://hku.zoom.us with your newly provided HKU Zoom account UID/PIN
• Please confirm you are using HKU’s Zoom Single Sign On (HKU SSO) for Sign in, NOT HKUSPACE Account or your personal Zoom Account
Registration

Setup your Zoom profile

1. Login to https://hku.zoom.us with your Zoom account UID/PIN
2. Under “Profile”, change your Display Name by clicking the “Edit” link
3. Enter your full name as shown in the HKU student card in the “First Name” field and Display Name field, put “_” in the "Last Name" field
4. The invigilator will admit students to the exam by checking the display name against the student card record
5. Click “Save Changes” to confirm
On the day of exam

1. Sign In Zoom at your PC and mobile device using HKU’s Zoom Single Sign On (HKU SSO)

2. Login to OLEX system with your Moodle guest account and Password
   • It is recommended that student should logged in to OLEX system 30 minutes before the scheduled exam timeslot.
On the day of exam (3)

- Click the “Start Online Exam” button
- The page on “Academic Integrity Statement for Online Examination” will be shown and click “I agree”
- Students will see a page showing the SIS courses and sub-classes that require online exams
- Enter the “Exam site” by clicking “Enter” next to your exam timeslot
- Read the exam instruction and click the button “Acknowledge and Agree”
On the day of exam (3)

- Click the “Start Online Exam” button

Online Exam System for Students – DRILL WEBSITE

Please click either button to:

- Start Online Exam (drill)
- Update Online Exam contact information
- Logout
On the day of exam (4)

- The page on “Academic Integrity Statement for Online Examination” will be shown and click “I agree”
On the day of exam (5)

- Students will see a page showing the SIS courses and sub-classes that require online exams.
- Enter the “Exam site” by clicking “Enter” next to your exam timeslot.
On the day of exam (6)

- Read the exam instruction and click the button “Acknowledge and Agree”

Online exam for course OLDE1001_1B_2020

Important Note

1. You must read the exam instruction (downloaded as a PDF file) carefully.
2. To safeguard the integrity of the assessment process, proctoring will be taken via Zoom and recorded through the HKU Panopto server. Please read the document Handling of the Online Exam Proctoring Recordings for how these recordings are handled.
3. Please click the “Acknowledge and Agree” button below to acknowledge that you have read the examination instruction and agree to give consent to the recording of the Zoom meeting in the examination.
4. Then you can start the exam.

[Link to Acknowledge and Agree]
On the day of exam (7)

- Confirm your Zoom Application is signed in with your HKU SSO Zoom Account
- Select the Desktop-Sharing Session in OLEX / OLEX-Moodle
- Confirm your PC’s microphone is not muted and the automatic recording were turn on
- Start sharing your screen
- If the Desktop-Sharing Session link is not yet available or the automatic recording did not turn on, please report to the invigilator in the Zoom Invigilation session for re-creating the Desktop-sharing session for you. You will then need to refresh the browser to obtain the new session.
On the day of exam (8)

- Select the invigilation session in OLEX in your PC
- Wait in the Zoom Waiting room awaiting the invigilator to admit you
- Make sure the invigilator can see your face properly and you have been muted with no Virtual Background applied
On the day of exam (9)

• Open the Zoom App on your mobile and login using your HKU SSO account
• Join the invigilation session by enter the meeting ID and passcode
• For your Examination Environment
  • Please refer the guideline issued by TeLi for details of the required equipment and environment for an online examination.
  • https://intraweb.hku.hk/reserved_1/tlearn/guidelines/Advice_for_Taking_Proctored_Exams_via_the_OLEX_System_and_the_OLEX.pdf
On the day of exam (10)

- Enter both Zoom meetings before start the exam.
- There are two type of online exam
  - OLEX
  - OLEX-Moodle
- Keep your video on during the whole exam and you can use Zoom Chat to write to the invigilator in the invigilation session within the first 30 minutes of the exam in case you have questions on the exam paper
- If you need to leave your seat for nature call during the exam, please inform and get consent from the invigilator via Zoom Chat beforehand
Online Exam using OLEX

- **10 minutes** before the exam starts, click “Download” link to download the exam paper (a password protected PDF file)
- Password to open the password protected file will be shown at the scheduled exam start time. Or you can download the unprotected exam paper when the exam starts.
Online Exam using OLEX-Moodle

- Access OLEX-Moodle through OLEX system only
- Click “Go to Moodle” to access the OLEX-Moodle
- Link for OLEX-Moodle is available 10 minutes before the scheduled exam start time.
Online Exam using OLEX-Moodle

- There could be **Quiz and/or Moodle assignment** in the OLEX-Moodle
- Question(s) would be shown at the exam start time
- Follow the instructions in the OLEX-Moodle page/question(s)
- For **Moodle assignment**, there are grace period for digitalising, formatting and uploading your answer
- **Quiz do not** have the Grace period
OLEX-Moodle Interface

Dashboard > My courses > OLDE1010_2B_2021

- My courses
  - OLDE1012_2B_2021
  - OLDE1012_2A_2021
  - OLDE1011_2B_2021
  - OLDE1011_2A_2021
  - OLDE1010_2B_2021
    - Participants
    - Badges
    - Competencies
    - Grades
      - Topic 1
      - Topic 2

OLDE courses for training demo

Topic 1
- Exam Quiz
- Long Question

Topic 2
At the end of exam (1) - OLEX

1. Click “Choose File”
2. Confirm the file name
3. Select “Upload”
4. Wait for upload

Answer File
one answer file (less than 30MB, MS WORD / PDF / ZIP format)
up to 3 times
At the end of exam (2) - OLEX

5. Submitted message would show with file size

![Submitted message screenshot]

At the end of Exam
At the end of exam (3) - OLEX

6. Answer file upload history would shown
An acknowledgement email will be sent to the students’ Moodle guest account's email account and the non-HKU email account provided in the registration process.
At the end of exam (5) - OLEX

- up to 3 upload attempts before the end of the grace period
- The grace period is for digitalising, formatting and uploading your answer which should not be further modified
- All 3 upload attempts will be kept in OLEX for the teacher to grade. (It is the sole decision of course teacher in marking which version of the answer files.)
- Please check for the details of this acknowledgement message to confirm your upload before leaving the Zoom meetings. Any file uploaded after exiting the Zoom meeting may not be marked.
For Moodle Assignment

1. Select “Add submission”
2. Drag and drop the answer file to the submission box or click the button to locate the answer file and upload
3. Select “Save changes”

The submission status will be shown. If you want to edit your submission, click “Edit submission”.
At the end of exam (7) – OLEX-Moodle

For Quiz

1. Click “Finish attempt” after you answer all the questions
2. Click “Submit all and finish”
3. A confirmation message will be shown
4. Click “Submit all and finish”
Submit Answers in OLEX-Moodle (Quiz)
Submit Answers in OLEX-Moodle (Quiz)

Exam Quiz

Please answer all questions.

This quiz opened on Monday, 11 April 2022, 6:00 PM

This quiz will close on Monday, 11 April 2022, 7:30 PM.

Grading method: Highest grade

[Attempt quiz now]
Submit Answers in OLEX-Moodle (Quiz)

Question 1

Not yet answered  Marked out of 1.00  Flag question

Which of the following is an animal?

Select one:

- a. Tree
- b. Cat
Submit Answers in OLEX-Moodle (Quiz)

Question 3

5 is an odd number

Select one:

- True
- False
Submit Answers in OLEX-Moodle (Quiz)

Exam Quiz

Summary of attempt

<table>
<thead>
<tr>
<th>Question</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Answer saved</td>
</tr>
<tr>
<td>2</td>
<td>Answer saved</td>
</tr>
<tr>
<td>3</td>
<td>Answer saved</td>
</tr>
</tbody>
</table>

Return to attempt

Time left 0:20:06

This attempt must be submitted by Monday, 11 April 2022, 7:30 PM.

Submit all and finish
Students
At the end of Exam

Submit Answers in OLEX-Moodle (Quiz)

Confirmation

Once you submit, you will no longer be able
to change your answers for this attempt.

Submit all and finish   Cancel
Submit Answers in OLEX-Moodle (Assignment)
Submit Answers in OLEX-Moodle (Assignment)
Submit Answers in OLEX-Moodle (Assignment)

**Answer File**

Multiple files (less than 20MB each)
Multiple times (only final version would be saved)
Submit Answers in OLEX-Moodle (Assignment)

<table>
<thead>
<tr>
<th>Submission status</th>
<th>Submitted for grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading status</td>
<td>Not graded</td>
</tr>
<tr>
<td>Due date</td>
<td>Monday, 11 April 2022, 7:30 PM</td>
</tr>
<tr>
<td>Time remaining</td>
<td>8 mins 28 secs</td>
</tr>
<tr>
<td>Last modified</td>
<td>Monday, 11 April 2022, 7:21 PM</td>
</tr>
</tbody>
</table>

Note: There is no acknowledgement email for OLEX-Moodle answer submission
At the end of exam (8)

• You need to stay until the end of the grace period to leave the zoom meeting

• Please confirm your upload(s) before leaving

• Leave the Zoom Invigilation session first by select the “Leave meeting”
At the end of exam (9)

- Leave your Desktop-sharing session
  - Select “End”
  - Select “End Meeting for ALL”
  - Wait Zoom App to convert the meeting recording
Students
At the end of Exam

At the end of exam (10)

• Locate the folder with your recording
  • By default, local recordings will be placed in following directory:
  • ● Windows: C:\Users\[Username]\Documents\Zoom
  • ● Mac: /Users/[Username]/Documents/Zoom

• The folder name should have the exam course code and exam time slot
• Upload the recorded file(s) (mp4 file) to your HKU OneDrive or Google Drive
At the end of exam (11)

- Return the OLEX and submit your local recording submission.
Students
At the end of Exam

At the end of exam (12)

• Submit the shared link(s)

• If there are more than one video recordings (e.g. zoom_0 & zoom_1), please copy the links and paste them in the provided cell separated by a comma “,”
Notes for Online Exam

- If network connection problem is encountered and the Zoom meeting is disconnected, students should retry the connection and rejoin the Zoom meeting as soon as possible.
- Inform the invigilator of the problem encountered after the connection resumes normal.
- Students have to stop writing their answers immediately when time is up.
Notes for Online Exam

• The grace period for digitalising, formatting and uploading your answer only

• The 15-minute grace period is only applicable to exams on OLEX and Moodle Assignment on OLEX-Moodle. There may be a few courses have longer grace period

• Make sure you are entering the correct site for drill / mock or actual Exam site at the correct time slot

• All exam timeslot are displayed in Hong Kong standard time

• Students have to keep the video recording of the “Desktop Sharing session” until 60 days after the grade release date
Support

Non-technical Issues
Examinations Office
olex@hku.hk

Technical Issues
Information Technology Services
olexhelp@hku.hk

Note: There is no service hotline for OLEX 6
Tips for student

• Check your Zoom account status
• Update the Zoom application in your devices
• Enter the correct exam site
• Time Zone difference between Hong Kong and overseas (for overseas student)
• Do not bookmark URL of OLEX-Moodle
• Check if your exam are using OLEX / OLEX-Moodle or others
• Answer file size limit and format requirements
Demo
Q & A
Thank You