



IUM
— THE INTERNATIONAL —
UNIVERSITY OF MANAGEMENT

CDeL
Centre for Distance and e-Learning

CDeL EXAMINATION RULES AND REGULATIONS: IUM-LMS ONLINE EXAMS

1. Who qualifies for online exams:

1.1 Enrolment/Registration- Only Centre for Distance and e-Learning (CDeL) registered and enrolled students will be allowed and given access to write the online exam via IUM-LMS.

1.2 Finances- Only financial cleared students will be allowed to write the exam. You may contact the finance office at: (061-433600 or email: financeusers@ium.edu.na).

NB: students who are not cleared by the finance office or have student accounts in arrears will have their IUM-LMS account suspended during the duration of the examination.

1.3 CA marks- Only students who qualified to write the exam will get access to the examination page on the LMS. NB: check your student portal and make sure you score 50% and above to qualify for the exam, unless otherwise other arrangements have been done.

1.4 The exam timetable will be posted to your IUM ITS- student portal.

2. What are the rules for online examinations?

2.1 Internet Stability- Ensure you will have a stable, uninterrupted internet connection for your exam. If your internet access fails during the exam, your results may be lost, and you may need to retake the exam.

NB: DO NOT at any time use your mobile device to attempt the exam or to hotspot the device you are attempting your exam from. Your internet connection will be interrupted each time a call comes in while in the middle of the exam and your progress may be lost.

2.2 Navigation-Once you start the exam, do not refresh your browser, use browser buttons, or navigate away from the exam screen until the exam has been submitted. If you navigate away from the exam screen at any time, your progress may be lost.

DO NOT open your examination in multiple browser windows or tabs at the same time. If you do so, the system will automatically submit responses on behalf without your knowledge. Marks awarded for automatic submissions will be final marks.

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DO NOT click your browser's back button while taking your examination. Students are at risk of losing previous responses should they utilize browser navigation buttons. Students are advised to always use LMS navigation buttons to move to the next and previous (if allowed) question, and to "Save" and "Submit".

NB: The system will automatically save your responses as you click on the next question

2.3 Starting an Exam- the exam paper will be posted to your course on the LMS page. Do not click the 'Attempt exam now' button until you are prepared to begin the exam. Your attempt and the exam timer will begin once you press the 'Start attempt' button.

2.4 Submitting an Exam- You must click 'Finish attempt' on the final exam question to record your exam answers in the system. You will then be prompted to confirm exam submission twice. Once you click 'Submit all and finish the second time, you cannot return to review your answers.

2.5 Conduct during the online exam

The following actions and conduct during your online exam will be regarded as Cheating which is a serious offence and subject to disciplinary action and is therefore NOT ALLOWED:

- Any recording of the exam screens, including taking screenshots, pictures, or videos.
- Copying, printing, recording reproducing in any manner, at any time the exam questions or answers.
- Leaving mobile devices/smartphones, other web browsers, software applications, or other computers ON during the exam.
- Sharing information about the content of the examination questions, with other students or other third parties, whether this be in person or electronically (including by social media or other similar platforms)
- The exam questions and answers cannot be disclosed or disseminated to anyone before, during, or after the exam.
- You must not be involved in any arrangement whereby another party undertakes the assessment on your behalf

Students are further urged to Read and acquaint themselves with all the examination rules and regulations as stipulated in the IUM prospectus (see page 43-46: AR13-AR18.2) (as it applies equally to distance students). You may access the IUM prospectus at: <http://www.ium.edu.na/admission/Undergraduate%20prospectus.pdf>

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3. Queries that are beyond IUM's control include the following:

- Personal network/internet or service provider issues
- Limited space on a personal computer
- Crashed computer
- Using work computers that block access to the LMS site (work firewall challenges)
- Power failure
- Unlicensed software (e.g., the license expires during exams)

Students experiencing technical challenges other than the ones indicated above should contact the LMS Technicians on 0817300103, 0817032248 or via e-mail iumlms@ium.edu.na as soon as possible.