

(English Translated Version)

**Kasetsart University
Announcement
Guidelines for Kasetsart University Students Regarding Online Exams**

To facilitate efficiently and orderly online exams held by Kasetsart University,

By virtue of Clause 5 Paragraph 2 of Kasetsart University Regulation Regarding Undergraduate Studies at Kasetsart University B.E. 2559 (A.D. 2016), and by Kasetsart University Executive Board's approval at its meeting (no. 9/2021, 13 September 2021), the University has adopted the following guidelines for students regarding online exams:

1. In this announcement:

“Student” refers to Kasetsart University student.

“University” refers to Kasetsart University.

“Online exam” means an exam meant for educational measurement and evaluation administered via electronic means. It can refer to a quiz, mid-semester exam, or final exam in a credit or non-credit course, or a walk-in exam in an accredited or non-accredited program, or any other exams administered by the University, such as an English proficiency test.

“Exam proctor” refers to a course instructor or a person appointed by a course instructor, faculty, school, office, campus, or any other sectors appointed and assigned by the University to monitor the exam.

2. Students shall follow the following guidelines regarding online exams:

2.1 Students shall sit an exam according to the date, time, place, and format or method set by the course instructor, faculty, school, office, campus, and any other sectors designated by the University.

2.2 Students shall adhere to the conditions and guidelines informed by a course instructor. Throughout the exam period, the University has the right to order the student to turn on a camera and microphone and to record the candidate's screen. Moreover, the University shall have the right to broadcast a student's image, sound, or screen, and to record their image and sound as evidence. The evidence shall be retained for at least 30 days after the last day of that semester (after exam scores have been submitted) but shall be destroyed no later than the end of the next normal semester.

3. Students shall identify themselves before sitting an online exam according to the format or method set by the course instructor, faculty, school, office, campus, or any other sectors designated by the University. The students are not allowed to place documents related to the exam near to their seat (within reach or view) without the prior permission of the exam proctor.

4. Students shall do the following as part of the exam process:

4.1 Students shall identify themselves to log into the system, program, or application according to the date, time and channel set by the course instructor, faculty, school, office, campus, or any other sectors designated by the University, and shall do the following:

(1) Students are not allowed to enter the exam room later than 30 minutes after the stated start time.

(2) If Clause 4.1(1) cannot be followed for any reason, students may be permitted to enter the exam room only if they are authorized by the exam proctor. In these circumstances, the exam period may or may not be extended at the exam proctor's discretion.

(3) Students may not exit the exam room within the first 45 minutes from the starting time of that exam.

The exam period is subject to change as is deemed appropriate and according to the context of each course. The course instructor and exam facilitator shall inform students by issuing an announcement regarding the change.

4.2 During an exam, student must complete the exam by themselves and may not obtain answers from any other students by any means. No other people shall help the student complete the exam. Students shall not help any other student by any means. Students shall not contact any other people, except the exam proctors, nor shall they disturb other students taking the exam.

4.3 Students shall follow the instructions stipulated on the exam papers. Once the answers have been submitted, student may not edit or modify them.

4.4 No exam questions, answers or sample answers shall be disclosed or distributed to any other person without the prior permission of the exam proctor.

4.5 Students shall not exit the electronic program or application used for the exam without the prior permission of the exam proctors.

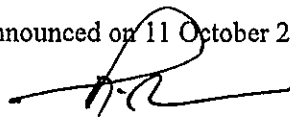
4.6 If students are accidentally disconnected or logged out from the exam due to an error in the program, application, connection, or electronic system malfunction, student shall inform the exam proctors immediately.

5. The number of online exam proctors assigned to administer an exam shall be at the discretion of each faculty, school, office, sector, and campus who facilitates an exam, and the exam proctoring shall be conducted carefully and cautiously.

6. Student disciplinary procedures and penalties shall comply with the Kasetsart University Announcement Regarding the Stages of Disciplinary Penalties for Student Whose Action Could be Interpreted As Intending to Cheat or Who Cheats During an Exam, and the Kasetsart University Regulation Regarding Undergraduate Study at Kasetsart University.

These guidelines shall be effective from the beginning of academic year 2021 onwards until further notice.

Announced on 11 October 2021



(Chongrak Wachrinrat, Ph.D.)
President of Kasetsart University