Standard Operating Procedures (SOPs) for
"Online Exams" using Exam.net and ZOOM

Online Exams will be conducted in a virtual mode using the software **Exam.net and ZOOM**. This document outlines the procedures for students to take the exam.

Requirements

Requirement for Online Students
- Computer to work on the exam
- Smartphone with ZOOM Application (Download Link: https://zoom.us/download)
- Internet Connection

Requirement for In-Campus Students
- Computers and internet connection will be made available in RS and GIS lab.

Exam.net Video Tutorials (for Students)

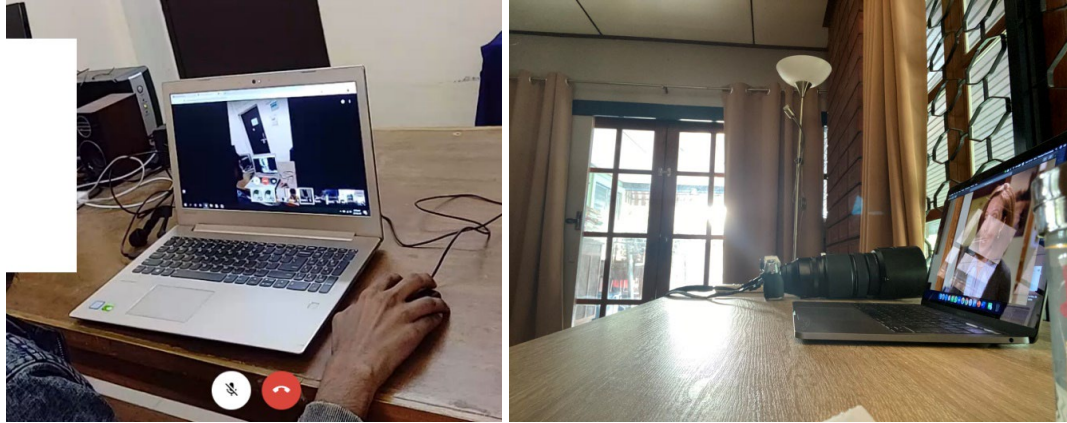https://youtu.be/H69tFhezTMg

How it Works

- Will open the ZOOM invitation link sent to them and join the exam.
- Will receive the exam key via e-mail/ google classroom.
- Will start the exam.net software and start the exam on exam.net

SOPs for Students

- Download and install ZOOM on your smartphone.
- Use your smartphone to open the ZOOM application. Join the exam at least 15 minutes before it starts by clicking the respective invitation link that was sent by the program secretary and input the password from the same email. If you join late, the exam may be blocked and you can NOT take the exam.
  Place your smartphone in the place that we can clearly see the computer screen and your working space in front of the computer as shown in the pictures below. You will be monitored on our onscreen monitors.

- You will receive the exam key via e-mail or google classroom just before the exam starts.
- Open www.exam.net, input your full name and student ID and input the exam key to access the exam questions.
- Start the exam.
- To submit, click on "Submit exam" on the left-hand-side menu.
- Good luck with the exam!!!

DOs and DON'Ts

- Do not leave the exam area nor switch to other programs or applications than exam.net on your computer; if you do, your exam session will be locked and the examiner will be notified of your attempt.
- If your exam session is locked, you can send your explanation to the examiner to unlock your session. However, it is based on the examiner's consideration to allow you to return to the exam or to terminate your exam session.
- Do not close your exam's browser without submission of your work.
- Do not leave your working area monitored by ZOOM on your smartphone camera during the exam.
- Follow all instructions of the invigilators send via e-mail/ ZOOM and/or Exam.net
- Install all software long before the exam and test it.
- Read and apply the CODE OF CONDUCT for students at this link: https://students.ait.ac.th/services/regulations_old/student-handbook-2/
- Make sure you have a stable internet connection at the date of the exam.