

BUKU MANUAL PEPERIKSAAN AKHIR DALAM TALIAN



CALON PEPERIKSAAN







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1. Proses Mengisi Borang Kehadiran (Calon) di dalam SmartV3 / Smart2UMS



1. Log masuk menggunakan butiran Active Directory username: no matrik(huruf besar) password: password email pelajar

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2. Klik BORANG PENGESAHAN KEHADIRAN



3. Klik Answer the questions

>	RODANC	DENCESAHAN	KEHADIDAN
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BORANG PENGESAHAN KEHADIRAN @

description

Answer the questions...

- 4. Mengisi BORANG PENGESAHAN KEHADIRAN berdasarkan butiran yang diperlukan.
- 5. Klik **Submit your answers** untuk menghantar borang kehadiran.

BORANG PENGESAHAN KEHADIRAN	
Mode: User's name will be logged and shown with answers	
Nombor Matric*	
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Kod Kursus*	
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There are required fields in this form marked * .	
Submit your answers Cancel	
6. Klik Continue	
RAN > BORANG PENGESAHAN KEHADIR	AN > Complete a feedback
Your answers have been saved. Th	ank you.



7. Pelajar tidak dapat untuk membuka seksyen seterusnya jika tidak melengkapkan borang kehadiran terlebih dahulu.

2. Cara menjawab soalan menggunakan Kertas Jawapan OMR

1. Memuat turun Kertas Jawapan OMR daripada kursus peperiksaan akhir > seksyen KERTAS SOALAN PEPERIKSAAN AKHIR

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	isikan perisian seperi Nama, Nama Kursus & Tarikh dengan menggunakan Add Text / Fill up details such as Name, Course Name & Date using Add Text
	Hitamkan ruangan pilihan jawapan menggunakan Add Dot / Shades the space using Add Dot
	 Jika terdapat kesilapan, padamkan kesilapan dan tandakan jawapan yang betul / if you make mistake, erase it and mark the correct answer.
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	2. Taip no. pelajar dengan perkataan dan dengan angka pada buku jawapan ini. / Type your student number in words and numbers on this answer booklet
	3. Membust pengesahan kehadiran di SMARTV3 sebelum peperikasan bermula. / Pierozes verify your attendance in SMARTV3 before the examination starts.
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2. Buka borang OMR menggunakan perisian Adobe Acrobat Reader DC

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Kod Kursus / Course Code

3. Klik Menu View > tools > Fill & Sign> klik Open

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5. Menggunakan **Add Text** untuk mengisi maklumat pelajar, menggunakan **Add Dot** untuk menanda jawapan di kertas jawapan OMR

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6. Selepas siap menjawab soalan, sila **Save As** Kertas Jawapan OMR dalam format **PDF** dengan menamakan (Rename) semula mengikut format yang ditetapkan oleh pihak BPA.

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3. Cara menjawab soalan menggunakan Buku Jawapan Peperiksaan

1. Klik/Memuatnaik Buku Jawapan Peperiksaan daripada Kursus peperiksaan akhir > seksyen KERTAS SOALAN PEPERIKSAAN AKHIR

ARAHAN KEPADA CALON: /	INSTRUCTIONS FOR CANDIDATES:
1. Sila taip dengan meng	igunakan font "Tahoma" dan font size "11". / Please type neatly and precisely
2. Taip no. pelajar denga	n perkataan dan dengan angka pada buku jawapan ini. / Type your student number in words and numbers on this answer booklet
3. Membuat pengesahar	i kehadiran di SMARTV3 sebelum peperiksaan bermula. / Please verify your attendance in SMARTV3 before the examination starts.
4. Taip nombor setiap so	alan dan no. pelajar pada setiap muka kertas soalan. / Type each question and student number on every page of this answer booklet.
5. Mulakan setiap satu (i) soalan pada muka helalan baru. / Star answering each question on a new page
6. Taip nombor-nombor	soalan mengikut susunan jawapan dalam ruang yang disediakan dalam jadual di sebelah. / Type the question number in the chronolgical order in the table provided on the front page of this answer book

2. Buka buku jawapan peperiksaan menggunakan perisian Microsoft Words> Klik Enable Editting

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4. Cara tetapan untuk autosave dalam Microsoft Word

- 1. Buka Microsoft Word
- 2. Pergi ke menu File



3. Klik Options

Account
Feedback
Options

4. Klik Save > Tetapkan Auto Recover Information every to 1 minute > Klik OK

Word Options		?	×
General Display	Customize how documents are saved.		
Proofing	Save documents		
Save	AutoSave OneDrive and SharePoint Online files by default on Word ①		
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5. Cara menjawab soalan yang memerlukan lukisan diagram/gambarajah atau formula

- 1. Di atas sekeping kertas putih, lukis diagram/gambarajah atau formula yang diperlukan
- 2. Scan/tangkap diagram/gambarajah atau formula dengan menggunakan telefon pintar (pastikan gambar jelas dan berkualiti)
- 3. Pindahkan diagram/gambarajah atau formula dari **Smartphone** ke **Komputer** (samada menggunakan cable, Bluetooth atau email)
- 4. Untuk memasukkan gambar kedalam Buku Jawapan Peperiksaan. Klik menu Insert > Pictures > Picture from file

 Selepas siap menjawab soalan, sila Save As Buku Jawapan Peperiksaan dalam format PDF dengan menamakan dokumen tersebut sebagai <NOMBOR MATRIK_KOD KURSUS BAHAGIAN B>

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6. Cara memuat turun Kertas Soalan Peperiksaan Akhir

1. Klik SOALAN PEPERIKSAAN AKHIR

2. Klik untuk memuat turun Kertas Soalan Peperiksaan Akhir

KLIK DI SINI >> SOALAN PEPERIKSAAN AKHIR

		1. Sila KLIK SOALAN PEPERIKSAAN AKHIR untuk memaparkan soalan peperikaan 2. Sila KLIK SOALAN PEPERIKSAAN AKHIR untuk memuat asik Jawapan peperikaan.
Grading su	m	mary
Participants	2	
Drafts	0	
Submitted	1	
Needs grading	1	
		Viewall submissions Grade

7. Proses Memuat naik Jawapan Peperiksaan (Calon) di dalam SmartV3 / Smart2UMS

7.1 Memuat naik Buku Jawapan peperiksaan & Kertas Jawapan OMR ke sistem SmartV3/Smart2UMS

1. Di bawa seksyen skrip jawapan dan soalan peperiksaan akhir, klik **SOALAN PEPERIKSAAN AKHIR**

SOALAN PEPERIKSAAN AKHIR		
2. Klik Ad	dd Submission untuk memuat naik kertas jawapan	
description		
Submission status		
Submission status	No attempt	
Grading status	Not graded	
_ast modified		
Submission comments	Comments (0)	
	Add submission	
	Make changes to your submission	

- 3. Menggunakan fungsi **Drag & Drop** Buku Jawapan Peperiksaan/Kertas Jawapan OMR atau
- 4. Klik **Add File**, Pilih **Upload a file tab**, Klik **choose file** button dan pilih Buku Jawapan Peperiksaan/Kertas Jawapan OMR dalam format PDF
- 5. Klik Upload this file > Klik Save changes

6. Dibawa Submission Status, pelajar boleh melihat semula maklumat yang telah dimuatnaik

Submission status

Once this assignment is submitted you will not be able to make any more changes.

7. Klik Edit submission untuk mengemaskini jawapan yang dimuatnaik

	Edit submission	
Make	changes to your submis:	sion
	Submit assignment	

Once this assignment is submitted you will not be able to make any more changes.

8. Calon boleh memadam dan memuat naik dokumen baru > klik **Delete** > klik **OK** dan Drag & Drop dokumen baru

1. Sila KLIK SOALAN PEPERIKSAAN AKI 2. Sila KLIK SOALAN PEPERIKSAAN AKI 	HR untuk memaparkan soalan peperiksaan HR untuk memuat naik jawapan peperiksaan. Edit B04279 EE1111 OMR.pdf	1
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	File submissions		
		B04279 EE1111 BAHAGIAN A.pdf	Are you sure you want to delete this file?
		Save changes	Cancel

9. Klik Submit assignment untuk penghantaran terakhir. Selepas penghantaran terakhir, calon tidak akan dapat membuat sebarang perubahan

	Edit submission	
Make	changes to your submission	
	Submit assignment	

Once this assignment is submitted you will not be able to make any more changes.

10. Calon perlu **check** kotak pengesahan > klik **Continue**

KLIK DI SI	NI >> SOALAN PEPERIKSAAN AKHIR 1. Sila KLIK SOALAN PEPERIKSAAN AKHIR untuk memaparkan soalan peperiksaan 2. Sila KLIK SOALAN PEPERIKSAAN AKHIR untuk memuat naik jawapan peperiksaan.
Confirm sul	mission This assignment is my own work, except where I have acknowledged the use of the works of other people. Are you sure you want to submit your work for grading? You will not be able to make any more changes.
	Continue

11. Calon akan dapat melihat status selepas penghantaran terakhir

KLIK DI SINI >> SOALAN PEPERIKSAAN AKHIR

1. Sila KLIK SOALAN PEPERIKSAAN AKHIR untuk memaparkan soalan peperiksaan 2. Sila KLIK SOALAN PEPERIKSAAN AKHIR untuk memuat naik jawapan peperiksaan.

B Kertas Peperiksaan Basic Chem 2018-2019 Sem 2.pdf

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, 25 June 2020, 12:00 PM
Time remaining	22 hours 30 mins
Last modified	Wednesday, 24 June 2020, 1:29 PM
File submissions	 B04279 EE1111 BAHAGIAN A.pdf B04279 EE1111 OMR.pdf
Submission comments	Comments (0)

12. Warna hijau menunjukkan calon telah selesai mengambil peperiksaan akhir

13. Notifikasi akan dimaklumkan melalui email pelajar

	You have submitted your assignment submission for BAHAGIAN A			
-	Do not reply to this email (via SmartUMS) Jun 8, 2020, 11:25 PM (8 hours ago) 📩 to me +	*	:	
	QQ1234 ->Assignment ->BAHAGIAN A			
	You have submitted an assignment submission for 'BAHAGIAN A'. You can see the status of your <u>assignment submission</u> .			
	K Reply Forward			

- 14. Pelajar yang tidak layak untuk menduduki peperiksaan akhir tidak akan dapat enrol ke dalam peperiksaan akhir.
- 15. Pelajar yang layak menduduki peperiksaan akhir akan didaftarkan siap sedia ke dalam peperiksaan akhir.
- 16. Selepas mendaftar pelajar ke dalam peperiksaan akhir, button enrol me akan "disabled" oleh admin.

You can not enrol yourself in this course.	Enrolment options © AB12345 Kursus Demo	
		You can not enrol yourself in this course.