



BUKU MANUAL PEPERIKSAAN AKHIR DALAM TALIAN

UNIVERSITI MALAYSIA SABAH
smartUMS VER 3
LEARNING MANAGEMENT SYSTEM

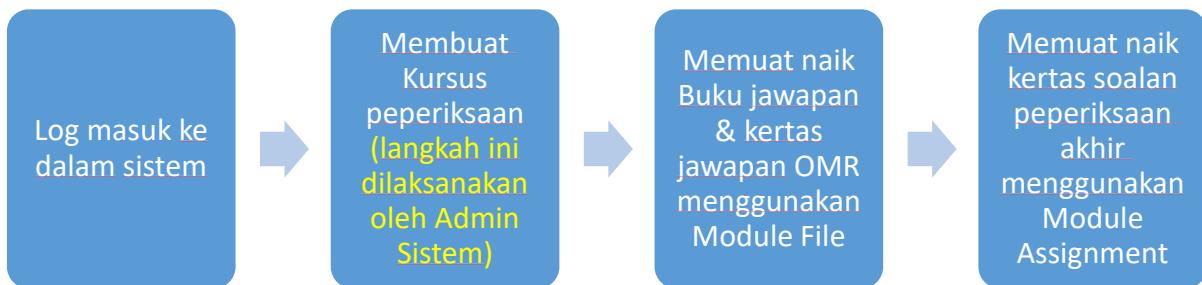
PENGAWAS PEPERIKSAAN



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1. Proses Menyediakan Soalan Peperiksaan (Pengawas Peperiksaan) ke dalam SmartV3 / Smart2UMS



1.1. Tetapan seksyen KERTAS SOALAN PEPERIKSAAN AKHIR

1.1.1 Upload Buku Jawapan Peperiksaan & Kertas Jawapan Omr

1. Klik "Turn editing on" atas sebelah kanan

The screenshot shows the LMS interface with the following elements:

- Top navigation bar: Home, Dashboard, Events, My Courses, This course, Turn editing on (highlighted with a red box), Hide blocks, Standard view.
- Breadcrumbs: Home > Courses > QQ1234
- Progress bar: Your progress 0%
- Section: PEPERIKSAAN AKHIR QQ1234 DEMO 2-2019/2020
- Text: ini Arahan Peperiksaan
- Section: PENGESAHAN KEHADIRAN
- Text: BORANG PENGESAHAN KEHADIRAN
- Text: description
- Section: KERTAS SOALAN PEPERIKSAAN AKHIR
- Navigation bar: Navigation

The URL in the address bar is: <https://smartv3.um.edu.my/course/view.php?id=4087&sesskey=DUoCmjNpHv&edit-on>

2. Di bawah seksyen **KERTAS SOALAN PEPERIKSAAN AKHIR**
3. Klik “Add an activity & resource”, pilih **FILE** module dan klik **Add**

The screenshot shows the Moodle course management system. At the top, there's a navigation bar with 'KERTAS SOALAN PEPERIKSAAN AKHIR'. Below it, a toolbar has a red box around the 'Add an activity or resource' button. The main area is titled 'Add an activity or resource' and lists various activity types like Survey, Synopsis, Wiki, Workshop, Book, and File. The 'File' option is selected and highlighted with a red box. At the bottom right of the dialog, there's another red box around the 'Add' button.

4. Mengisi butiran nama sebagai **BUKU JAWAPAN PEPERIKSAAN** dan mengisi “description”

This screenshot shows the 'Adding a new File to KERTAS SOALAN PEPERIKSAAN AKHIR' form. The 'Name' field is filled with 'BUKU JAWAPAN PEPERIKSAAN' and has a red box around it. The 'Description' section contains the word 'description' and includes a rich text editor toolbar. Below these fields is a checkbox for 'Display description on course page'. The 'Select files' section features a file browser and a large blue arrow pointing down to a dashed area where files can be dragged and dropped. A note says 'You can drag and drop files here to add them.' To the right, it says 'Maximum size for new files: Unlimited'.

5. Klik checkbox **Display Description on course page**

Adding a new File to KERTAS SOALAN PEPERIKSAAN AKHIR

General

Expand all

Name * BUKU JAWAPAN PEPERIKSAAN

Description



description

Display description on course page

?

Select files

Maximum size for new files: Unlimited

6. Memuat naik Buku Jawapan peperiksaan dalam MS Words format (.doc) menggunakan cara drag n drop atau “add file”

General

Expand all

Name * BUKU JAWAPAN PEPERIKSAAN

Description



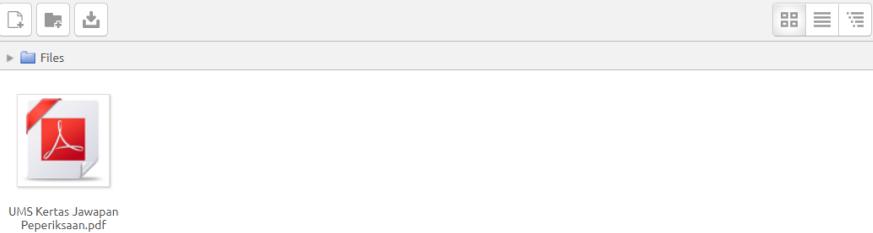
description

Display description on course page

?

Select files

Maximum size for new files: Unlimited



Appearance

Common module settings

7. Di dalam tetapan **Activity Completion**, pilih Completion Tracking as “Show activity as complete when condition are met”

Activity completion

Completion tracking ? Show activity as complete when conditions are met ▾
Do not indicate activity completion
Students can manually mark the activity as completed
Show activity as complete when conditions are met

Require view

Expect completed on ? 8 June 2020 ▾ Enable

Tags

Competencies

8. Klik Save & return to course setelah selesai.

Common module settings

Restrict access

Activity completion

Completion tracking ? Show activity as complete when conditions are met ▾

Require view Student must view this activity to complete it

Expect completed on ? 8 June 2020 ▾ Enable

Tags

Competencies

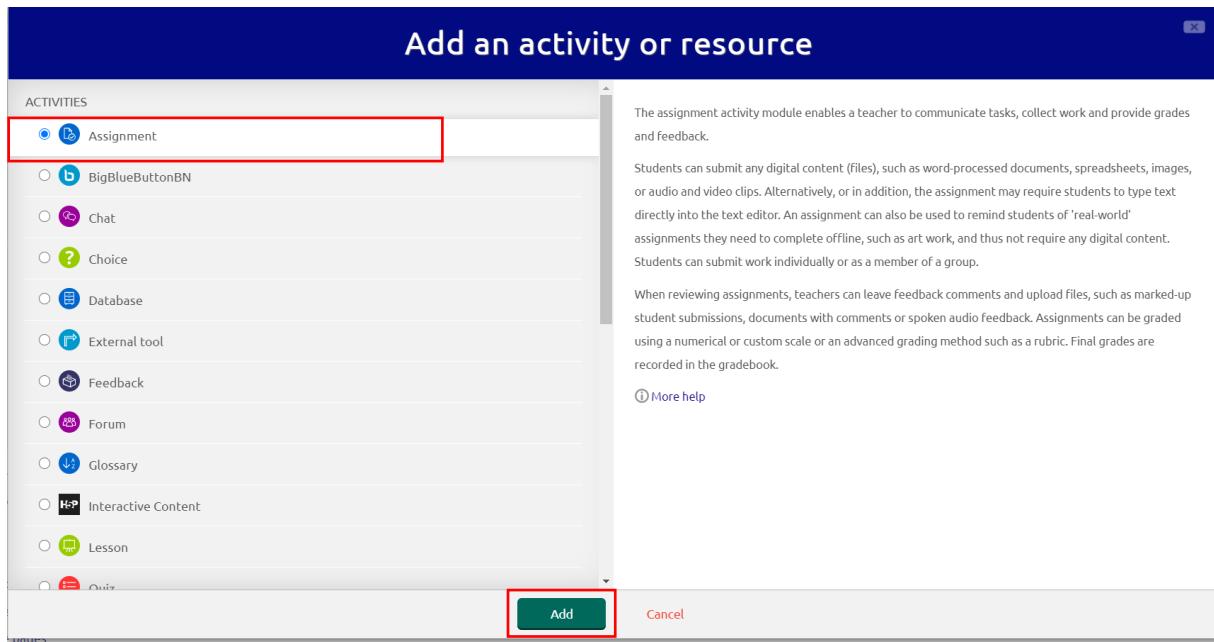
Save and return to course Cancel

9. Menggunakan cara yang sama untuk memuat naik Kertas Jawapan OMR dalam format PDF

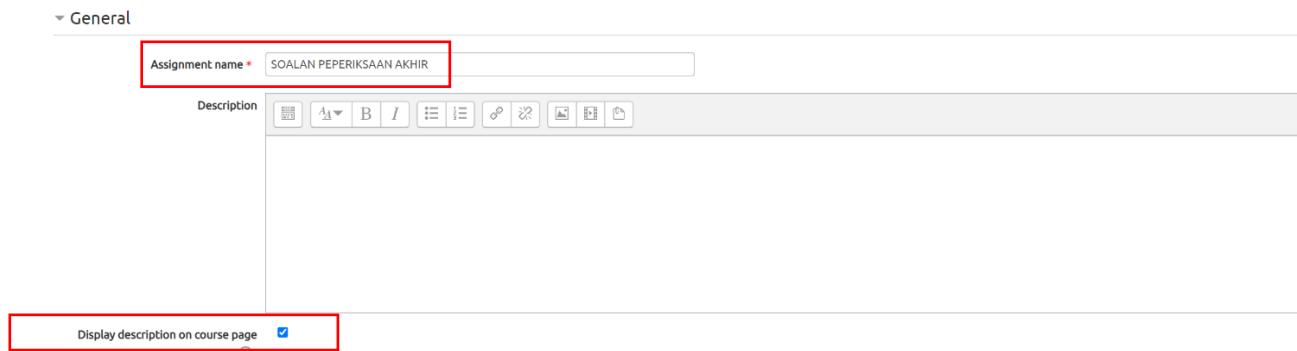
1.2 Tetapan seksyen KERTAS SOALAN PEPERIKSAAN AKHIR

1.2.1 UPLOAD SOALAN PEPERIKSAAN AKHIR

1. Klik Add an activity & resource, pilih **ASSIGNMENT** module dan klik **Add**



2. Tetapkan **SOALAN PEPERIKSAAN AKHIR** dan mengisi description.
3. Klik checkbox "Display Description on course page"



4. Di bawah tetapan Submission types:
 - Klik checkbox "File submissions"
 - Tetapkan maksimum muatnaik fail kepada 5
 - Maksimum saiz muatnaik fail kepada 800MB

The screenshot shows the 'Submission types' configuration for an activity. It includes fields for 'Online text' (unchecked), 'File submissions' (checked), 'Word limit' (disabled), 'Maximum number of uploaded files' (set to 5), 'Maximum submission size' (set to 'Site upload limit (800MB)'), and 'Accepted file types' (empty). The 'File submissions' checkbox and the 'Maximum number of uploaded files' input field are highlighted with red boxes.

▶ Availability

▼ Submission types

Submission types

Online text ? File submissions ?

Word limit ? Enable

Maximum number of uploaded files ?

Maximum submission size ? ?

Accepted file types ?

▶ Feedback types

▶ Submission settings

5. Dibawah tetapan Restrict access, klik Add restriction, klik Activity Completion.

The screenshot shows the 'Restrict access' section with 'Access restrictions' set to 'None'. A green 'Add restriction...' button is highlighted with a red box. Below it are sections for 'Activity completion', 'Tags', and 'Competencies'.

▼ Restrict access

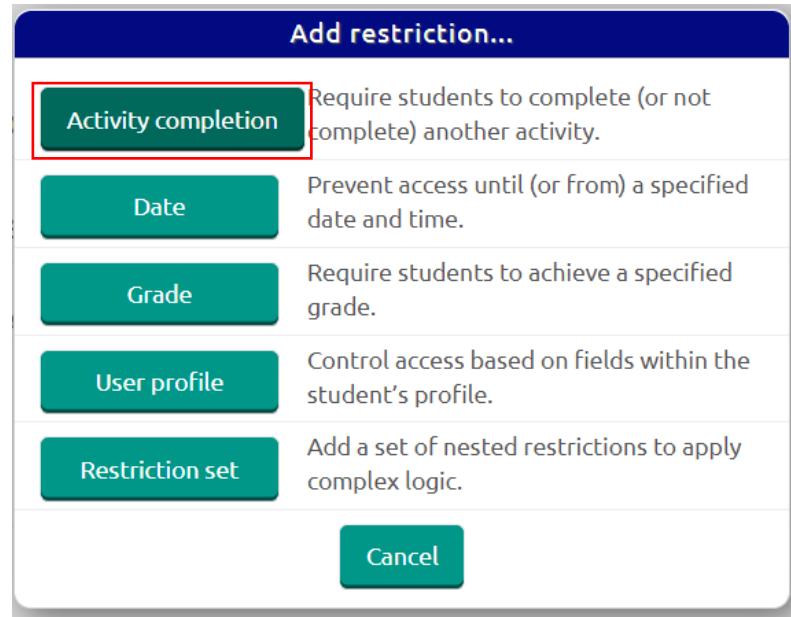
Access restrictions None

Add restriction...

▶ Activity completion

▶ Tags

▶ Competencies



6. Tetapkan sebagai “must”, pilih BORANG PENGESAHAN KESEDARAN

▼ Restrict access

Access restrictions Student must match the following

Activity completion Choose... must be marked complete Please set

Add restriction...

Choose...
BORANG PENGESAHAN KEHADIRAN
BUKU JAWAPAN PEPERIKSAAN

7. Tetapkan sebagai “must be marked complete”

Access restrictions Student must match the following

Activity completion Choose... must be marked complete Please set

Add restriction...

must be marked complete
must not be marked complete
must be complete with pass grade
must be complete with fail grade

8. Di bawah tetapan Activity Completion, tetapkan Completion Tracking sebagai “Show activity as complete when condition are met”

▼ Activity completion

Completion tracking Show activity as complete when conditions are met

Require view Student must view this activity to complete it

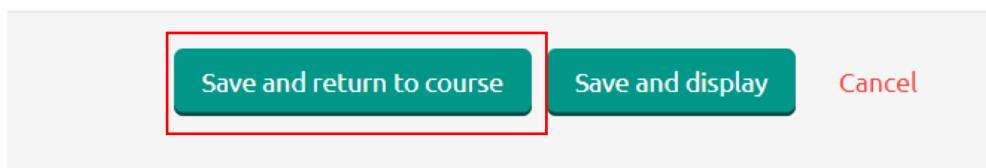
Require grade Student must receive a grade to complete this activity

Student must submit to this activity to complete it

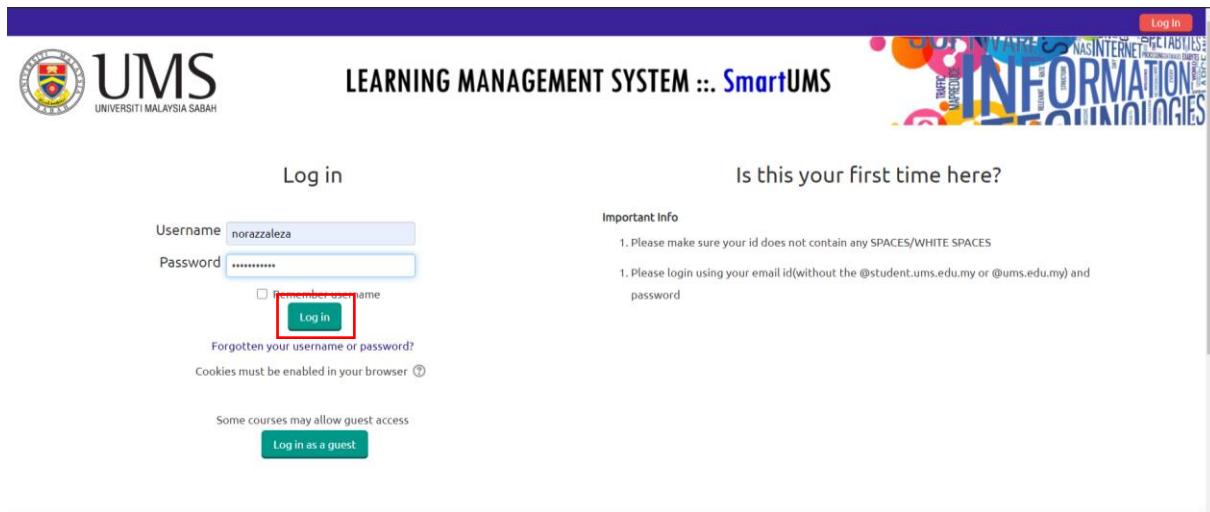
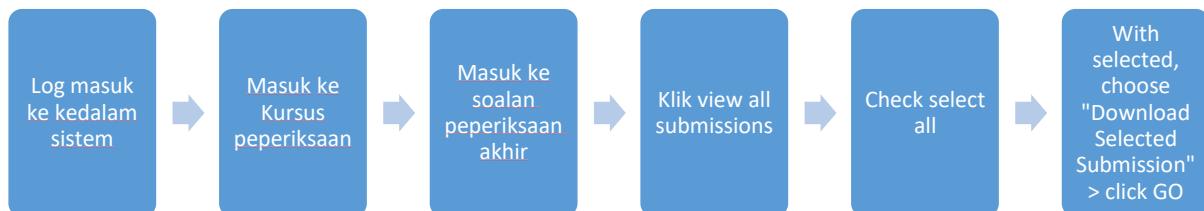
Expect completed on

8 June 2020 Enable

- Click Save & return to course when done



2. Proses Muat turun Jawapan Peperiksaan (Pengawas Peperiksaan) di dalam SmartV3 / Smart2UMS



The screenshot displays the SmartUMS Learning Management System dashboard, showing several active activities:

- PENGESAHAN KEHADIRAN**: Borang Pengesahan Kehadiran (Attendance Form).
- SKRIP JAWAPAN & SOALAN PEPERIKSAAN AKHIR**: Klik di sini for Skrip Jawapan OMR / OMR Answer Script.
- KLIK DI SINI - BILKUJU JAWAPAN PEPERIKSAAN (EXAMINATION ANSWER BOOKLET)**: Klik di sini for Bilkuju Jawapan Peperiksaan (Examination Answer Booklet).
- GOLAN PEPERIKSAAN AKHIR**: Klik di sini for Golan Peperiksaan Akhir.
- CHECKOUT**: Not available unless the activity BORANG PENGESAHAN KEHADIRAN is marked complete.

1. Klik Soalan peperiksaan akhir

The screenshot shows a digital form for an examination answer booklet. At the top, there are two sections: 'KLIK DI SINI >> SKRIP JAWAPAN OMR / OMR ANSWER SCRIPT' and 'KLIK DI SINI >> BUKU JAWAPAN PEPERIKSAAN (EXAMINATION ANSWER BOOKLET)'. Below these are detailed instructions for both the student and the candidate. A red box highlights the title 'SOALAN PEPERIKSAAN AKHIR'. Underneath it, a yellow box indicates the due date 'Due 16 June 2020' and a blue box shows '0 of 0 Submitted'.

2. Klik View all submissions

SOALAN PEPERIKSAAN AKHIR

This screenshot shows the 'Grading summary' section. It displays the number of participants (3), drafts (0), submitted (1), and needs grading (1) entries. At the bottom right, there are two buttons: 'View all submissions' (highlighted with a red box) and 'Grade'.

3. Klik checkbox untuk pilih semua

SOALAN PEPERIKSAAN AKHIR

This screenshot shows a table of submissions for grading. The first column, 'Select', contains checkboxes for each row. Three checkboxes are checked, highlighted with a red box. The table includes columns for User picture, First name / Surname, Email address, Status, Grade, Edit, Last modified (submission), Submission comments, Last modified (grade), and Annotate PDF. The status for the first two rows is 'No submission', while the third row is 'Submitted for grading'. The last row shows a timestamp of 'Monday, 8 June 2020, 11:25 PM' and 'Comments (0)'.

4. With selected, pilih Download selected submissions, klik Go

SOALAN PEPERIKSAAN AKHIR

Grading action Choose...

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission) ▲	Submission comments	Last modified (grade)	Annotate PDF	Reset tab!
<input checked="" type="checkbox"/>		MOHD ZULFADHLEE BIN ABD NASYIR ENCIK	zulfadhlee@ums.edu.my	No submission	<button>Grade</button>	<button>Edit</button>					
<input checked="" type="checkbox"/>		[ADMIN] MOHD ZULFADHLEE BIN ABD NASYIR	zulfadhlee@ums.edu.my	No submission	<button>Grade</button>	<button>Edit</button>					
<input checked="" type="checkbox"/>		NORAZZALEZA BINTI BERTLY CIK	norazzaleza@ums.edu.my	Submitted for grading	<button>Grade</button>	<button>Edit</button>	Monday, 8 June 2020, 11:25 PM	<a>Comments (0)			

With selected...

- Lock submissions
- Lock submissions
- Unlock submissions
- Download selected submissions **(highlighted with red box)**
- Revert the submission to draft status.

Options

SOALAN PEPERIKSAAN AKHIR

Grading action Choose...

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission) ▲	Submission comments	Last modified (grade)	Annotate PDF	Reset tab!
<input checked="" type="checkbox"/>		MOHD ZULFADHLEE BIN ABD NASYIR ENCIK	zulfadhlee@ums.edu.my	No submission	<button>Grade</button>	<button>Edit</button>					
<input checked="" type="checkbox"/>		[ADMIN] MOHD ZULFADHLEE BIN ABD NASYIR	zulfadhlee@ums.edu.my	No submission	<button>Grade</button>	<button>Edit</button>					
<input checked="" type="checkbox"/>		NORAZZALEZA BINTI BERTLY CIK	norazzaleza@ums.edu.my	Submitted for grading	<button>Grade</button>	<button>Edit</button>	Monday, 8 June 2020, 11:25 PM	<a>Comments (0)			

With selected...

- Lock submissions
- Lock submissions
- Unlock submissions
- Download selected submissions **(highlighted with red box)**
- Revert the submission to draft status.

Options

3. Proses Muat Turun Senarai Kehadiran (Pengawas Peperiksaan) di dalam SmartV3 / Smart2UMS



The screenshot shows the SmartUMS Learning Management System interface. At the top, there is a navigation bar with the UMS logo, the text "LEARNING MANAGEMENT SYSTEM :: SmartUMS", and a "Log In" button. Below the navigation bar, the main content area has a "Log in" form on the left and a "Is this your first time here?" section on the right.

Log in

- Username: norazzaleza
- Password: (redacted)
- Remember my name
- Log in** (button highlighted with a red box)
- Forgotten your username or password? [?](#)
- Cookies must be enabled in your browser [?](#)
- Some courses may allow guest access [Log in as a guest](#)

Is this your first time here?

Important Info

- 1. Please make sure your id does not contain any SPACES/WHITE SPACES
- 1. Please login using your email id (without the @student.ums.edu.my or @ums.edu.my) and password

The main content area shows a course page for "PEPERIKSAAN AKHIR AB12345 DEMO EXAM SEM 2 SESI 2019/2020". The page includes sections for "BORANG PENGESAHAN KEHADIRAN" and "SKRIP JAWAPAN & SOALAN PEPERIKSAAN AKHIR". There are also links for "KLIK DI SINI >> SKRIP JAWAPAN OMR / OMAR ANSWER SCRIPT" and "KLIK DI SINI >> BUKU JAWAPAN PEPERIKSAAN (EXAMINATION ANSWER BOOKLET)".

1. Klik Borang Pengesahan Kehadiran

The screenshot shows a form titled 'BORANG PENGESAHAN KEHADIRAN'. Below the title, there is a note: 'SILA ISI BORANG KEHADIRAN INI DENGAN LENGKAP DAN PASTIKAN PELAJAR MENERAKHAH KERATAN INI KEPADA PENGAWAS PEPERIKSAAN SEBELUM MENINGGALKAN DEWAN/BILIK PEPERIKSAAN'. The entire form area is highlighted with a red rectangle.

2. Klik Show responses

The screenshot shows the 'Show responses' page for the 'BORANG PENGESAHAN KEHADIRAN'. The page title is 'LEARNING MANAGEMENT SYSTEM :: SmartUMS'. The 'Show responses' button is highlighted with a red rectangle. Below it, there is a table with one entry:

Response number	Nama	Nombor Matrik
Response number: 1	nora	12345

Below the table, there is a download button labeled 'Download'.

3. Pilih Download table data as Microsoft Excel (.xlsx), klik Download

The screenshot shows the 'Show responses' page for the 'BORANG PENGESAHAN KEHADIRAN'. The 'Show responses' button is highlighted with a red rectangle. Below it, there is a table with one entry:

Response number	Nama	Nombor Matrik
Response number: 1	nora	12345

Below the table, there is a dropdown menu for 'Download table data as' with the following options: Comma separated values (.csv), Comma separated values (.csv), Microsoft Excel (.xlsx) (highlighted with a red rectangle), HTML table, Javascript Object Notation (.json), and OpenDocument (.ods). The 'Download' button is also highlighted with a red rectangle.

BORANG PENGESAHAN KEHADIRAN

The screenshot shows the 'Show responses' page for the 'BORANG PENGESAHAN KEHADIRAN'. The 'Show responses' button is highlighted with a red rectangle. Below it, there is a table with one entry:

Response number	Nama	Nombor Matrik
Response number: 1	nora	12345

Below the table, there is a dropdown menu for 'Download table data as' with the following options: Comma separated values (.csv), Comma separated values (.csv), Microsoft Excel (.xlsx) (highlighted with a red rectangle), HTML table, Javascript Object Notation (.json), and OpenDocument (.ods). The 'Download' button is also highlighted with a red rectangle.