

# BUKU MANUAL PEPERIKSAAN AKHIR DALAM TALIAN



LEARNING MANAGEMENT SYSTEM

**⑧**



BAHAGIAN PERKHIDMATAN AKADEMIK



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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

	UNIVERSITI MALAYSIA	SABAH		LEAKNING MANAGEMENT STSTEM SIIIUTO	CIM	
倄 Home	🍘 Dashboard	🛗 Events	🚔 My Courses	📥 This course	Turn editing on	🔚 Hide blocks 📌 Standard view
🗁 > Cour	ses > QQ1234					
						Your progress 🕐
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PENGE	SAHAN KEHAD	IRAN				
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tne://emarts/2.u	msedu mv/course/view n	hn?id=4087&sesske	v-DHoCmiNnHv&edit-			

# 2. Di bawah seksyen KERTAS SOALAN PEPERIKSAAN AKHIR

3. Klik "Add an activity & resource", pilih FILE module dan klik Add

€ KER	TAS SOALAN PEPERIKSAAN AKHIR 🤌	+ Add an activity or	Edit * resource Add weeks
₽E	A	dd an activity or resource	Edit*
⊕ KE	Survey       Synopsis       Wiki       Sworkshop   RESOURCES       Book	The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images or Flash objects. Note that students need to have the appropriate software on their computers in order to open the file. A file may be used         To share presentations given in class:         To include a mini website as a course resource         To provide draft files of certain software programs (eg Photoshop .psd) so students can edit and         submit them for assessment	Source Edit *
Dashbe • Site • Site • My		Sutmit them for assessment	ld weeks ⊕ ↔

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

RIKSAAN AKHIR > Adding a new File to KER	TAS SOALAN PEPERIKSAAN AKHIR
🕑 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
	You can drag and drop files here to add them.
Appearance	

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

🙆 Adding a new File to KERTAS SOALAN PEPERIKSAAN AKHIR 💿

	▶ Expand all
🔻 General	
Name *	BUKU JAWAPAN PEPERIKSAAN
Description	
	description
Display description on course page	alt saved
(?)	
Salast 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
	▶ 🔛 Files	
	UMS Kertas Jawapan Peperiksaan.pdf	
Appearance		^
Common module settings		

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

Completion tracking ③	Show activity as complete when conditions are met
-	Do not indicate activity completion
Require vie	Show activity as complete when conditions are met
Expect completed on 🕐	)
	8 ♥ June ♥ 2020 ♥ 🛗 🗆 Enable
Tags	

8. Klik Save & return to course setelah selesai.

Common module settings	
Restrict access	
- Activity completion	
Completion tracking ⑦ Show activity as	complete when conditions are met
Require view 🗹 Student must	iew this activity to complete it
Expect completed on ⑦ 8   June	✓ 2020 ✓ ∰ □ Enable
▶ Tags	
Competencies	
Save and retu	n to course Save and display 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

Add an activit	zy or resource
ACTIVITIES	The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback. Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. Students can submit work individually or as a member of a group. When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook. <b>()</b> More help
C Content C Content C Content C Content C C Content C C C C C C C C C C C C C C C C C C C	Cancel

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

✓ General	
Assignment name *	SOALAN PEPERIKSAAN AKHIR
Description	
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

Availability		
- Submission types		
Submission types		
Word limit ⑦		
Maximum number of uploaded files	5 V	
Maximum submission size ③	Site upload limit (800MB) 🗸	
Accepted file types ③		_
Feedback types		
Submission settings		

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

<ul> <li>Restrict access</li> </ul>	
Access restriction	ns None
	Add restriction
<ul> <li>Activity completion</li> </ul>	
▶ Tags	
Competencies	

	Add restriction
Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.
	Cancel

6. Tetap kan sebagai "must", pilih BORANG PENGESAHAN KESEDARAN

Restrict access	
Access restrictions Student must v match the following	
Activity completion Choose v must be marked complet v X Please set Choose	
Add restriction	

7. Tetapkan sebagai "must be marked complete"

Access restrictions	S	tudent	must	~	match the follo	owing			
	٢	Activity	completi	on	Choose	~	must be marked complet 🗸	×	Please set
		Add restr	iction				must be marked complete must not be marked complet must be complete with pass g must be complete with fail gr	e grade ade	

- 8. Di bawah tetapan Activity Completion, tetap kan Completion Tracking sebagai "Show activity as complete when condition are met"
  - Activity completion

Completion tracking ⑦	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
Expect completed on ⑦	<ul> <li>Student must submit to this activity to complete it</li> <li>8 ✓ June ✓ 2020 ✓ III □ Enable</li> </ul>

Click Save & return to course when done



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





+ PENCESAHAN KEHADIRAN	Edt."
	Edt* 1 🖂
	+ Add an activity or resource
+ SKRIP JAWAPAN & SOALAN PEPERIKSAAN AKHIR 🥢	Edt."
🚸 😝 KUK DISIN -> SKRIP JANUANI OMR / OMR ANSMER SCRIPT //	tax. 🖂
ARAMAN/INSTRUCTIONS	
Cunakan Teels Fill & Sign di dalam perisian Adobe Acrobat Reader / Use Fill & Sign Tools from Adobe Acrobat Reader Software	
Hiskin persistin seperti Nama, Nama Kursus & Tarish degan menggunakan Add Text. / Hill up detals such as Name, Course Name & Date using Add Text.	
Hitaman readings philana jewegan menggunakan Add DeC / Shades the space using Add DOC     Ala Kerkan Leadant Heidapan Add Add Leadanta Add Add Add Add Add Add Add Add Add Ad	
<sup>27</sup> O KLK DISHI->BUKU JAWAPAH PEPERKSAN EXAMINATION ANSWER BOOKLET)	Edit." [3]
ARAHAN KEPADA CALON / INSTRUCTIONS FOR CANDIDATES:	
Silia taip dengan menggunakan /nor "Tahona" dan fari taip "11". / <i>Rease taip an enaby and precisity</i> Yuno nadara dengan bergan kan /nor "Tahona" dan fari taip "11". / <i>Rease taip an enaby and precisity</i> Yuno nadara dengan bergan kan /nor "Tahona" dan fari taip "11".	
<ol> <li>Lear the project program provide on an angle and provide in the "yange provide states" in words and providence and the advance of the provide states and the providence of the advance of the provide states and the providence of the pr</li></ol>	
4. Taip nomber settap toolan dan no. pelajar pada settap muka kertas soalan / Type each question and abudent number on every page of this answer booklet.	
3. Analakan setiao setia (1) soalan pada muka helaian baru, / Star anawening each quastion on a new page	
6. Tap nonthor normality usualan jungan datam ruleg yang disedatan datam jabual di sebalah. / Type the question number in the datam jungan datam ruleg yang disedatan datam jabual di sebalah. / Type the question number in the datam jungan datam ruleg yang disedatan datam jungan disedatan dised	
🕈 🚯 KONLAN PEPERIKAAN AKHR 🖉	Edk." 1 记
Deel H Laure 2001	
O o of O submitted	
	+ Add an activity or resource
A CHECKOUT	
	Edit*
* 🗟 OHONOLA	Edit" 1 🖂
-#PRIREALVAVAT>	
Restricted Not available unless: The attivity BORANO PENCESAMAN KEHADIRAN is marked complete	
	+ Add an activity or resource

Some courses may allow guest access

# 1. Klik Soalan peperiksaan akhir

🖶 SKRIP JAWAPAN & SOALAN PEPERIKSAAN AKHIR 🧷	
🕆 🔞 KLIK DI SINI >> SKRIP JAWAPAN OMR / OMR ANSWER SCRIPT	
ARAHAN / INSTRUCTIONS	
Gunakan Tools Fill & Sign di dalam perisian Adobe Acrobat Reader / Use Fill & Sign Tools from Adobe Acrobat Reader Software	
Isikan perisian seperti 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.	
👻 🚳 KLIK DI SINI >>BUKU JAWAPAN PEPERIKSAAN (EXAMINATION ANSWER BOOKLET) 🧷	
ARAHAN KEPADA CALON: / INSTRUCTIONS FOR CANDIDATES:	
1. Sila taip dengan menggunakan font "Tahoma" dan font size "11". / Please type neatly and precisely	
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. Membuat pengesahan kehadiran di SMARTV3 sebelum peperiksaan bermula. / Please verify your attendance in SMARTV3 before the examination starts.	
4. Taip nombor setiap soalan 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 (1) 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 booklet	
🕂 🚯 SOALAN PEPERIKSAAN AKHIR 🦯	
C205 and, at and	
O o of O submitted	

#### 2. Klik View all submissions

#### SOALAN PEPERIKSAAN AKHIR

	description
Grading sun	nmary

Participants	3
Drafts	0
Submitted	1
Needs grading	1

_
Grade
ļ

# 3. Klik checkbox untuk pilih semua

SOAI Grading a	LAN PE	PERIKSAAN AKHIR									
Select	Jser picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission) *	Submission comments	Last modified (grade)	Annotate PDF	Reset table preferences
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8		[ADMIN] MOHD ZULFADHLEE BIN ABD NASVIR	zulfadhlee@ums.edu.my	No submission	Grade	Edit"	÷				
8		NORAZZALEZA BINTI BERTLY CIK	norazzaleza@ums.edu.my	Submitted for grading	Grade	Edit*	Monday, 8 June 2020, 11:25 PM	Comments (0)	ð.		
		With selected Lock submissions	Y Co								

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

Grading action Choose	PERIKSAAN AKHIR										
Select User picture	First name / Surname	Email address	itatus C	rade Ed	lit Last m	nodified (submission) 🚔	Submiss	sion comments Last mo	dified (grade) Annotate I	Reset table	
• •	MOHD ZULFADHLEE BIN ABD NASYIR ENCIK	zulfadhlee@ums.edu.my	to submission	Grade	dit" -						
• 0	[ADMIN] MOHD ZULFADHLEE BIN ABD NASYIR	zulfadhlee@ums.edu.my	to submission	Grade	dit" -						
۲ و	NORAZZALEZA BINTI BERTLY CIK	norazzaleza@ums.edu.my 5	ubmitted for grading	Grade	dit* Mond	ay, 8 June 2020, 11:25 PM	F Com	iments (0) -			
- Options	With selected Lock submissions Lock submissions Unice submissions Download select as submissions Revert the submission to draft st										
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SOALAN PE Grading action Choo Select User picture 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	EPERIKSAAN AKHIR se	Email address Ulfadhlee@ums.edu.my IR zulfadhlee@ums.edu.my norazzaleza@ums.edu.m	Status 7 No submission 7 No submission 9 Submitted for grad	Grade - Grade - Grade - - - - - - - - - - - - -	Edit Edit* Edit* Edit*	Last modified (submiss - Monday, 8 June 2020,	sion) 🗭 📧	Submission comment	Last modified (grade)  Last modified (grade)	Annotate PDI	Reset ta F

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



#### 1. Klik Borang Pengesahan Kehadiran



2. Klik Show responses

DIRAN > BORANG PENGESAHAN KEHADIRAN > Show responses BORANG PENGESAHAN KEHADIRAN Overview Edit questions Templates Analysis Show responses Anonymous entries (1) Download table data as Comma separated values (.csv) v Download	E Hide blocks 🖈	. SmartUMS	MENT SY	MANAGE	IING 	LEARN	My Courses
Overview       Edit questions       Templates       Analysis       Show responses         Anonymous entries (1)       Download table data as       Comma separated values (.csv)        Download			onses	IADIRAN > Show res	HAN KEH	RANG PENGESA	diran > Bor
Download table data as Comma separated values (.csv) V Download			ADIRAN Show respons	Templates Analys	NGES stions es (1)	ANG PE	BORA Overview Anonyn
Response number Anama Nombor Matrik		alues (.csv) 🔻 Download	able data as Con	Download	Nama =	e number 📤	Response —

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

#### BORANG PENGESAHAN KEHADIRAN

Overview Ed	dit questions	Templates	Analysis	Show responses
Anonymous e	entries (1	)		
Response numbe	er 🔦 Nar	a Nombor Ma	oownload tab atrik □	Dele data as     Comma separated values (.csv)     Download       Comma separated values (.csv)     Microsoft Excel (.xlsx)       HTML table     Javascript Object Notation (.json)       OpenDocument (.ods)
Response numbe	er: 1 nor	12345	×	
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BORANG	G PENG	ESAHAN Templates	I KEHA Analysis	DIRAN Show responses
BORANG Overview Ed Anonymous o	G PENG	ESAHAN Templates	Analysis	DIRAN Show responses
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BORANG Overview Er Anonymous o Response numbr	G PENG Edit question: entries (* ber * Na	ESAHAN Templates ) na Nombor M	I KEHA Analysis Download tal atrik	ble data as Comma separated values (.csv) Comma separated values (.csv) Microsoft Excel (xlsx) HTML table Javascript Object Notation (.json) OpenDocument (.ods)