



SABIS®

SABIS®  
Online Testing  
*Student Guide*  
V. 1.0

*Education for a changing world.*

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## Introduction

SABIS® online examinations will be taken on **SABIS® Digital Platform**, and will be “Proctor-based” wherein your session will be invigilated remotely by a proctor using the **Microsoft Teams (MS Teams)** video conferencing application.

- Exams must be taken using your own Personal Computer/ Laptop / Android Tablet.
  - If you are using a PC/ laptop, you will need to open the **MS Teams** application and an **internet browser** to access **SABIS® Digital Platform**.
  - If you are using your tablet, you will have to split the screen to view both **MS Teams** and **SABIS® Digital Platform** on the same screen. You will be using the **SABIS® Digital Platform** window while the **MS Teams** Video call is running simultaneously in the background.

## Guidelines *prior* to the Exam Day

Make sure that you complete the following prior to your exam date.

- You will need to download the **MS Teams** application<sup>1</sup>.
- You will need the most updated version of **Google Chrome**.
- Check your exams’ schedule to know which exam you will be sitting for and when.
- If applicable, ensure that a mobile data package is ready and activated for use in case you face internet connection issues.

## Guidelines *on* the Exam Day

It is important that you login 10 – 15 minutes before the scheduled exam to ensure that all systems are working.

1. You will be assigned to a **MS Teams** exam session which will be according to your class timetable indicating your periodic exam time.

Note: Make sure your microphone and camera are enabled and your room is well lit. Your internet connection must be strong and stable. You may not be able to sit the exam if your camera is not functional/enabled.

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<sup>1</sup> For PCs and laptops, you can install the MS Teams application using this link <https://www.microsoft.com/en/microsoft-365/microsoft-teams/download-app>, or simply access the MS Teams session through the web browser.



2. In parallel, log in to **SABIS® Digital Platform** using your existing credentials.
  - Navigate to **Assessment** section to locate the appropriate scheduled exam.
3. If you are using a tablet, you will need to enable *split screen* mode before starting the exam. To split your screen follow the below steps.
  1. Tap the square navigation button at the bottom left side of the tablet. This will show you all the open windows that you have on your tablet.
  2. Navigate to the application that you want to view in split screen – in this case **MS Teams** – and long tap the icon or header.
  3. Depending on your tablet mode, either tap on the option *Split Screen* or drop the application in the designated location shown on the screen to enable split screen view.
  4. Navigate to the 2<sup>nd</sup> application – in this case **Google Chrome** – and tap on it. You should now see the two split screens.

Note: You can adjust the size of each split screen by dragging the middle border upwards or downwards as needed.

## Guidelines *during* the Exam

You must abide by the rules and regulations of the online testing environment at all times<sup>2</sup>. You are expected to behave respectfully and ethically, and stay focused on completing the exam within the allocated period of time.

- Do not get distracted because the session is being supervised – remote proctoring is similar in nature to face-to-face proctoring which takes place in physical exam halls.
- Your face should be visible throughout the duration of the exam.
- You may not leave your seat or walk out of the room at any time.
- Make sure your microphone is enabled throughout the duration of the exam. Do not mute yourself.
- Do not disconnect your video at any time.
- Your exam must be submitted in one sitting, and you have only one attempt to take the exam.
- When you finish the exam, make sure to review your answers before you submit the exam.

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<sup>2</sup> Read the **SABIS® Online Digital Code of Conduct** very carefully before sitting for your exam(s).



You must uphold the utmost academic integrity and responsibility. Your school holds the right at all times to take the necessary measures in case any suspicious act is observed.

- Any use of any audio or visual device/application, including but not limited to mobile or landline phone, WhatsApp, Messenger, Skype or any other chat application, text messages, voice messages, media share, etc. will be considered as an attempt to cheat, and your exam may be immediately cancelled.
- Your exam may not be counted towards your final evaluation if you attempt to adopt any suspicious or unruly behavior throughout the exam. If any suspicious behavior is observed during the exam session, the results of your exam may be disqualified.
  - If any person other than you is detected by the webcam, you will be warned and the exam will be flagged as suspicious.
  - Do not engage in any side conversation during the exam. Respect other test takers and avoid causing any disturbance to others.

In case you get disconnected, reconnect as soon as possible by clicking on the **MS Teams** link, *Join*, and opening the **SABIS® Digital Platform** window.

- In the case of a power or internet outage while you are taking an exam, your answers will be saved up until the time the outage happened.
- Once the connection is back to normal, you should refresh or reload the page, which will re-direct you to the last question before you were disconnected.