



- Translated Version -

## Announcement of Suranaree University of Technology

RE: Guidelines for SUT Personnel on Organizing Online Examination B.E. 2564 (2021)

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In order to develop guidelines for SUT personnel to organize online examination with effectiveness, by virtue of Section 21 and Section 24 of the Suranaree University of Technology Act, B.E. 2533 (1990) in conjunction with the Notification of the Office of the Prime Minister on the Appointment of the Rector of Suranaree University of Technology issued on 28 August B.E. 2560 (2017) and the Resolution of the Meeting of the Suranaree University of Technology Academic Senate No. 5/B.E. 2564 (2021) on 27 May B.E. 2564 (2021), SUT hereby issues the Announcement as follows:

**Article 1** This Announcement is called “Announcement of Suranaree University of Technology RE: Guidelines for SUT Personnel on Organizing Online Examination B.E. 2564 (2021)”.

**Article 2** This Announcement shall come into force following the date of its issue.

**Article 3** The online examination in regards to SUT exam schedule shall be organized via SUT e-learning system.

**Article 4** Lecturers of the subjects need to be responsible for setting and uploading exam questions on SUT e-learning system within the period determined by the Center for Educational Service.

**Article 5** Lecturers of the subjects need to inform SUT students of related information and exam regulations in the subject classrooms prior to the subject examination date.

/ **Article 6** Lecturers...

**Article 6** Lecturers of the subjects need to conduct examination setting in SUT e-learning system to permit SUT students to start taking examination at fifteen minutes following the schedule started time. In this regard, presence of lecturers as exam proctors during the examination process is required.

**Article 7** The examination proctor committee of each subject needs to comprise of a subject collaborator, or at least a lecturer of the subject or an officer with authority to disclose exam papers and operate systems in relation to online examination.

**Article 8** Online exam proctoring shall be implemented at computer laboratory of lecture building and examination proctor committee needs to arrive at administration division approximately thirty minutes prior to the schedule started time. The examination proctor committee arriving at the examination room needs to launch the Zoom video communication program using the given Zoom Meeting ID and password, inform examination attendees of exam regulations, and verify identity of the attendees in prevention of examination malpractice.

**Article 9** The Center for Educational Service needs to monitor the examination process with effectiveness.

**Article 10** The Center for Educational innovation and Technology needs to organize the SUT e-learning system during the examination process with effectiveness.

**Article 11** The Center for Computer Service needs to monitor network system with effectiveness and ensure available use of computer appliances during the examination process.

**Article 12** In the event difficulties arisen as a consequence of this Announcement, the Rector of SUT shall hold authority to make decision. The decision of the Rector of SUT is final.

For your information and complying with the Announcement.

Issued on 11 June B.E. 2564 (2021)

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(Assoc. Prof. Dr. Weerapong Pairsuwan)

Rector of Suranaree University of Technology