



Step-by-Step e-Assessment Guide for Learners

Version: 4

Effective Date:
Apr 2026

CHANGE LOG

Version	Changes	Effective Date	By
4	<ol style="list-style-type: none"> 1. Use the term 'assessment' as it covers both exam and in-course assessments. 2. Added that 'This guide also covers guidelines for In-Course Assessment (ICA) and On-Campus Proctored e-Assessment (OPeA). Learners should also read the Assessment Instructions to Learners which can be found in the Student Portal.' 3. Section 2.1, Section 4.4 para 1b added a note on laptop requirements. 4. Section 3.1 para 3, Section 4.4 para 1d revised to note that apart from disabling the power saver mode, not to put the laptop to sleep or hibernate mode. 5. Section 4.1 para 3, Section 4.4 para 1 added 'Mouse with on-board memory is not allowed'. 6. Section 4.1 para 4 changed from 'NRIC name' to 'official name'. 7. Section 4.4 para 1b clarified that students are to use their own laptop to take the OPeA unless informed otherwise. 8. Section 4.4 para 1e, revised to "Password to the OPeA will be released by the invigilators. Enter the password to access the assessment questions". 	Apr 2026	AAA / ASWG
3.3	<ol style="list-style-type: none"> 1. Added 'Only BrightSpace and other applications specifically authorised by NYP tutors would be permitted for usage', at Section 3.1, para 2d. 2. Repeated instruction on disabling power saver mode in Section 4.4, in Section 3.1 3. Added 'Privacy screens are not permitted during tests and examinations. iPad and Tablets are not allowed.', at Section 4.4, para 1b. 4. Added that smart glasses are not allowed. 5. Replaced 'test' with 'examination' in Section 4.4. 6. Replaced 'power cord' with 'charger' in Section 4.4, para 1c. 7. Updated instruction on no extra time for charging of laptop, at Section 4.4, para 1g. 8. Updated instruction if arrived later than 45 minutes, at Section 4.4, para 1j. 	Jan 2026	AAA / ASWG
3.2	<ol style="list-style-type: none"> 1. Para 1, page 18, revised "Introduction", 2. Para 2.2, page 4, item 14: revised eSA to OPeA, 3. Para 2.3, page 6, para 1: revised instruction. 4. Para 4.4, page 16: revised 1,1a,1b,1c,1e,1i,1j,1k 5. Annex A.1 FAQ: revised answers for "Am I Allowed 	5 May 2025	AAA

STEP-BY-STEP E- ASSESSMENT GUIDE FOR LEARNERS

Version	Changes	Effective Date	By
	To Sit For eSA If I Am Late?” and “Can I Take Paper 2 If I Missed Paper 1?”		
3.1	<ol style="list-style-type: none"> Revised para 4 in section “Important Reminders for Taking eSA” to disallow use of unauthorised applications during eSA. Added para 2c in section “Before Commencement of eSA”. 	5 Feb 2024	RG0
3.0	<ol style="list-style-type: none"> Updated introduction. Changed LMS used from Blackboard to Brightspace. Changed app to use from Blackboard app to Brightspace Pulse app. 	20 Oct 2021	ASFWG
2.2	<ol style="list-style-type: none"> To facilitate return to campus for On-Campus Proctored e-Assessment (OPeA) on a Bring-Your-Own-Device basis, only laptops will be allowed for eSA. 	20 Oct 2021	ASFWG
2.1	<ol style="list-style-type: none"> Section 4.1, point 10d: Change from <ul style="list-style-type: none"> “If no declaration is made before the Invigilator’s announcement of the eSA Password, you will be deemed fit to sit for the assessment.” to <ul style="list-style-type: none"> “Once the password is released, you will be deemed to have attempted the assessment.” Section 4.2, point 7 and 8: Additional instructions to use Lockdown Chat application to check battery level, and to inform invigilator if charging of laptop is necessary. Added Section 4.4: eSA on-campus for all learners. Modified FAQs to include possible questions raised for eSA on-campus. 	21 Aug 2020	ASFWG
2.0	<ol style="list-style-type: none"> Replacement of Padlet with Lockdown Chat application Removal of Respondus Monitor Allowing candidates to exit from Zoom after 1st sitting of eSA with 2 sittings Amendment to instructions to suspend admitting candidates to eSA Zoom session 15 minutes before start of eSA to ensure the paper can start on time 	27 July 2020	ASFWG
1.1	<ol style="list-style-type: none"> Amendment of instructions for Padlet 	7 July 2020	ASFWG
1.0	<ol style="list-style-type: none"> Creation of document 	1 July 2020	ASFWG

TABLE OF CONTENTS

1.	Introduction	4
2.	What is eSA and important reminders.....	4
2.1	Overview of eSA	4
2.2	Important Reminders for Taking eSA	5
2.3	Mock eSA	6
3.	Preparation for eSA	7
3.1	Hardware and Software Preparation.....	7
3.2	Preparing Workspace	8
4.	On the day of the eSA.....	9
4.1	Before the Commencement of the Scheduled eSA	9
4.2	During the eSA.....	13
4.3	At the end of the eSA	13
4.4	On-Campus Proctored e-Assessments for All Learners	15
	Annex	16
A.1	Frequently Asked Questions (FAQ).....	16
A.2	Uploading PDF File to NYP LMS using the Phone	18

1. INTRODUCTION

It is important that NYP continues to support all learners to progress with their learning through using assessment approaches that are responsive to a full/partial home-based learning mode. In view of the fluid and dynamic environment that we are currently facing, the plan is to prepare all learners for e-Supervised Assessment (eSA) that can be conducted via remote supervision using various infocomm technologies. In the situation when there are national/international crisis, e.g. pandemic, severe haze, etc announced by Singapore Government that deem home-based learning or assessment necessary, the on-campus, in-person e-assessment will be converted to eSA, where the e-assessment will be conducted remotely from home.

You will be informed by your lecturers or Personal Mentor (PEM) for eSA(s) that is/are to be administered for the semester. All personal information collected, recorded and stored at the end of an eSA is done in accordance with NYP Data Protection Policy.

This document provides you with step-by-step guidance to ensure you are fully prepared for eSA and have a smooth experience during the conduct of any eSA. It is important that you read the eSA instructions and guidelines – learn it, test it and ask questions. Approach your lecturers/PEM to clarify your doubts prior to an eSA.

This guide also covers guidelines for In-Course Assessment (ICA) and On-Campus Proctored e-Assessment (OPeA).

Learners should also read the Assessment Instructions to Learners which can be found in the Student Portal.

2. WHAT IS eSA AND IMPORTANT REMINDERS

2.1 OVERVIEW OF ESA

All eSAs will be conducted via Brightspace LMS (NYP LMS) using Respondus Lockdown Browser (LDB), as well as using Zoom to provide live invigilation of assessment condition. Therefore, you would need to prepare two devices – a laptop* with webcam and microphone installed with Respondus Lockdown Browser, and a phone or tablet with camera for Zoom.

Some eSA will require you to respond using keyboard while others will require you to respond using pen-and-paper. For assessment that requires pen-and-paper responses, a Pic-to-PDF App like CamScanner will need to be downloaded onto your phone. This will allow you to scan your pen-and-paper responses into a PDF file and submit the file to NYP LMS using your phone. In addition, you will be using a Lockdown Chat application to allow you to ask questions during eSA.

All these setups are required to ensure we can continue to meet academic integrity and requirements. It is therefore compulsory for you to attend Mock eSA sessions to get yourself familiar with the process of preparing for and participating in eSA.

* Laptop must run a full version of Windows or macOS that supports the required assessment software. Tablets (eg. iPads Android Tablets), Chromebooks and mobile operating systems are not allowed for the taking of assessments. Students should consult their lecturers if they are unsure whether their device meets the required specifications for the taking of assessments. Mobile phones and tablets may be used for Zoom.

2.2 IMPORTANT REMINDERS FOR TAKING eSA

1. Candidates are to ensure that their environment is ready for eSA
 - a. Lighting must be sufficient to discern candidate's face, surrounding, and Student ID/Access card.
 - b. Desk and wall around the candidate's workspace must be clear and without unauthorised materials.
2. Prior to the scheduled eSA, candidates are to ensure they are familiar with the
 - a. Steps to activate Respondus Lockdown Browser on the laptop.
 - b. Use of Zoom App and NYP LMS in the phone.
 - c. Use of Pic-to-PDF App (for pen-and-paper response) (refer to Annex A.1 for guide on CamScanner App).
3. Candidates are to ensure that their hardware and software are ready for eSA.
 - a. Electronic devices are in working condition and fully charged before the scheduled eSA.
 - b. Internet connection for all devices is stable throughout eSA.
 - c. Previously scanned files in the phone should be cleared to ensure sufficient storage space.
4. During the eSA, candidates must be in proper attire. No caps are allowed. Electronic devices such as headsets/earpiece/smartwatches/smart glasses are also not allowed, and must not access to any unauthorised applications, websites and materials.
5. Candidates are to log in to the system at least **45** minutes before the scheduled eSA time to do the necessary identity verification and environment check. For eSA with two sittings, candidates are to log in to the system at least **30** minutes before the start of the 2nd sitting.
6. Identification and environment check will be suspended **15 minutes before** the start of the eSA for learners who log in late. This is to allow time for invigilators in the Breakout rooms to finish checking ID and environment for learners who had logged in on time.
7. Once candidates who had logged in on time had their id and environment checked, the ID and environment check for learners who logged in late (**15 minutes or less before the start of eSA**) would resume. The eSA will start on time and candidates who logged in late for the ID and environment check will **not be given any extra time**.
8. Candidates are given a grace period to rectify technical problems, if any, in order to be allowed to continue the eSA. No extra time will be given to complete the eSA for the grace period consumed:
 - a. **15** minutes when the technical problems occur at the start of the eSA.
 - b. **10** minutes when the technical problems occur during the eSA after the initial 15 minutes.
9. Candidates who log in to the system later than 15 minutes after the start of the eSA will not be allowed to take the eSA.
10. Candidates are to note that there is no break allowed during the sitting of an eSA session (maximum 1 hour 45 minutes including check-in time). Candidates must sit through the

STEP-BY-STEP E- ASSESSMENT GUIDE FOR LEARNERS

entire duration of eSA sitting and cannot leave their location/desk until the end of the eSA sitting.

11. Candidates need to log out of the Zoom session and redo the ID and environment check should they need to leave their location/desk after the completion of identity verification and environment check and before the start of the eSA.
12. Candidates are to declare to the Invigilators if they are on Medical Leave or unwell after successful login to Zoom before the release of eSA password. If no declaration was made before the Invigilator's announcement of the eSA password, candidates will be deemed fit to sit for the assessment.
13. Candidates should face the webcam at all times. If there are evidence of acts that contravene academic integrity during the eSA, the school will convene an investigation on the recorded videos in the Zoom sessions. Disciplinary actions will follow once the case is confirmed.
14. If the assessment is conducted via On-campus Proctored e-Assessment (OPeA) for all learners,
 - a. The e-assessment will be conducted in-person on campus. Candidates should bring their laptop PC to campus as physical assessment papers will not be printed.
 - b. Candidates are to note that there will be no break and the assessment will start from the timing of the 1st sitting.



2.3 MOCK ESA

1. You will need to attend at least one Mock eSA session to ensure that you are "eSA-Ready" before the actual e-Assessment to prepare you should there a need to convert the e-assessment from on-campus (OPeA) to remote e-Assessment from home (eSA). Your lecturer/PEM will inform you about the Mock eSA session(s).
2. Before the Mock eSA session, you would have
 - a. read the "Important Reminders for Taking eSA" (see Section 2.2).
 - b. followed the step-by-step guide on "Preparation for eSA" to get ready (see Section 3).
3. Follow the step-by-step guides "On the Day of eSA" to take the Mock eSA (see Section 4).

3. PREPARATION FOR ESA

For eSA to take place, you will need to prepare the hardware, install the software on your laptop and your phone, as well as identify a proper workspace at home at least **1** week before the scheduled eSA (including Mock eSA).

3.1 HARDWARE AND SOFTWARE PREPARATION

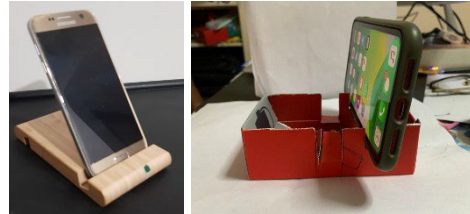
1. You need to have the following hardware:
 - a. Laptop with webcam, microphone, and battery.
 - b. Phone with camera, battery and access to internet.
2. You need to do the installation of the following software on your:
 - a. Laptop – Use the link below to install Respondus Lockdown Browser to access eSA in NYP LMS
<https://download.respondus.com/lockdown/download.php?id=758358826>
 - b. Phone – Zoom App  for live invigilation of assessment activities
 - c. Phone – BS Pulse App  for Pen-and-Paper responses.
 - d. Please uninstall any unauthorised applications from your laptop, for example language or grammar conversion applications. Only BrightSpace and other applications specifically authorised by NYP tutors would be permitted for usage.
3. Disable the power saver mode on your laptop. You must not close the laptop lid, turn off the screen, or switch to sleep or hibernate mode during the assessment while the Lockdown Browser is in use. Any attempt to exit the Lockdown Browser without prior approval may result in disciplinary action.

STEP-BY-STEP E- ASSESSMENT GUIDE FOR LEARNERS

3.2 PREPARING WORKSPACE

You need to prepare a proper workspace for you to take eSA. If you do not meet the requirements for any items listed below, you need to inform your lecturers/PEM and he/she will advise you accordingly.

1. A quiet and well-lit workspace at home.
2. The phone must be placed in a stable position (see examples on the right).



Examples of placing a phone in a stable position using a phone holder or DIY cardboard

3. A “cleared workspace” with no unauthorised materials within sight (e.g. notes, books, second monitor, etc.).
4. The phone must be placed in a location that can show your workspace clearly.



5. An “eSA-Ready” workspace from the Invigilator’s view in Zoom that is activated via your phone.



6. For the webcam (built-in or external), you should position it to allow the Invigilator to have an “eSA-Ready” view from Zoom that is activated via your laptop.



4. ON THE DAY OF THE ESA

4.1 BEFORE THE COMMENCEMENT OF THE SCHEDULED ESA

1. You are to ensure that your hardware and software are ready for eSA:
 - a. Electronic devices are in working condition and fully charged.
 - b. Internet connection for all devices is stable throughout eSA.
 - c. Unauthorised applications on your laptop should be uninstalled if you have not done so earlier.
 - d. Previously scanned files in your phone should be cleared to ensure you do not exceed the limit of number of scanned pages.
2. You are to ensure that your workspace is ready for eSA (refer to Section 3 Preparation for eSA):
 - a. Lighting must be enough to discern your face, surrounding, and Student ID/Access Card.
 - b. Desk and wall around your workspace must be clear and without unauthorised materials.
 - c. Your laptop for eSA must not be installed with unauthorised applications, e.g. language/grammar conversion apps.
 - d. The phone must be placed in a stable position.
 - e. All other electronic devices other than laptop and phone, must be turned off.
3. You must be in proper attire. No caps are allowed. Electronic devices such as headsets/earpiece/smartwatches/smart glasses are also not allowed. Mouse with on-board memory is not allowed.
4. You must get ready your Student ID/Access Card for identity verification and ensure that your Zoom display name is the same as your official name.
5. You are to note that there is no break allowed during the sitting of an eSA session (maximum **1 hour 45 minutes** including check-in time). You must sit through the entire duration of eSA sitting and cannot leave your location/desk until the end of the eSA sitting. Go for your washroom-break before logging in to the system.
6. You are to log in to the systems at least **45** minutes before the scheduled eSA time to do the necessary identity verification and environment check. For eSA with two sittings, you are to log in to the system at least **30** minutes before the scheduled eSA time for the 2nd sitting.
7. If you are sitting for eSA paper that requires pen-and-paper responses:
 - a. Prepare **at least 10** blank foolscap papers (A4).
 - b. All answers are to be written on a single side of the paper for easy scanning at the end of eSA.
 - c. Write your Admin Number on the top right-hand corner of every page.
8. You are to perform the following steps on your laptop:
 - a. Log into NYP LMS.
 - b. Click on your eSA Zoom link to obtain the Zoom Meeting ID and password.

STEP-BY-STEP E- ASSESSMENT GUIDE FOR LEARNERS

- c. Click on the scheduled eSA learning unit.
- d. Access the eSA test on Brightspace.
- e. Launch the test in Respondus Lockdown Browser.

Quiz Requirements

You must use the Respondus LockDown Browser to take this quiz.

The image shows a screenshot of a quiz interface. There are two buttons highlighted with red boxes. The top button is labeled "Download and install the latest version of LockDown Browser" and has a red arrow pointing to the text "Link to install LDB". The bottom button is labeled "Launch LockDown Browser" and has a red arrow pointing to the text "Link to launch LDB".

9. You are to perform the following steps on your phone:
 - a. Launch the Zoom App and select Join Meeting.
 - b. Key in the Zoom Meeting ID and password (refer to 8c).
 - c. Join the Zoom Meeting and your Invigilator will allocate you to a Breakout Room.
 - d. In the Breakout Room in Zoom:
 - i. You are not allowed to turn on virtual background.
 - ii. You are to face your phone and show your Student ID/Access Card to the Invigilator. The Invigilator will do the verification and confirm your attendance against your Student ID/Access Card.
 - iii. You are to show the surroundings of your workspace to the Invigilator using your phone. These include the tabletop, the front, the back and the sides of your workspace. The invigilator will check to ensure that you only have access to authorised materials.
 - iv. You are to place your phone in “eSA-Ready” position according to the request of the Invigilator (see picture).
 - v. For pen-and-paper responses, you are to show both sides of the paper to the Invigilator.



“eSA-Ready” Position

STEP-BY-STEP E- ASSESSMENT GUIDE FOR LEARNERS

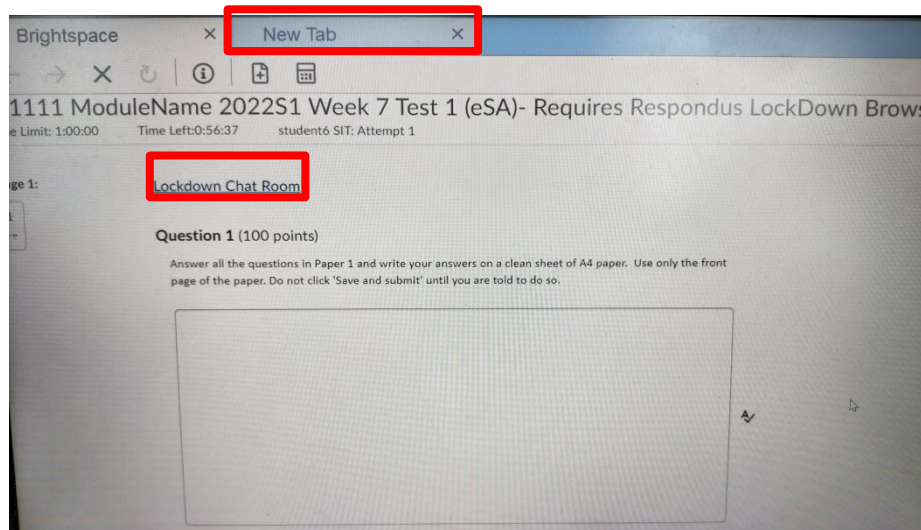
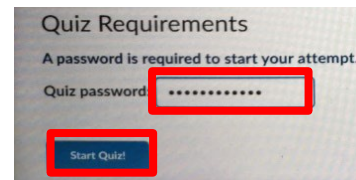
10. You are to perform the following steps on your laptop:

- a. Click on the link for the eSA test.
- b. Read the “**Academic Integrity Declaration**” shown before launching the test in the Lockdown Browser:

During this eSA, I shouldn't access other resources (another phone, tablet, notes, books) or communicate with other people. I will stay in my seat and focus on the computer screen of the paper until the eSA is completed. If an interruption occurs, I will inform the invigilator via the Lockdown Chat or by raising my hand in front of my phone. I will not exit the eSA and/or Lockdown Browser until I am told to do so.

By clicking to start this test, I agree that I will observe the NYP instructions to candidates during the eSA. I declare that the work of this assessment is MY own and complies with all the regulations and guidelines for assessments as set by NYP.

- c. Launch the eSA using the Lockdown Browser. **Note: launching the eSA in Lockdown Browser means that you acknowledge the Academic Integrity Declaration, and accepts any penalty that may be enforced if you choose to infringe the rules set forth.**
- d. You are to declare to the Invigilator if you are on Medical Leave or unwell before the release of eSA password. Once the password is released, you will be deemed to have attempted the assessment.
- e. Wait for the Invigilator to release the eSA password via Zoom on your phone.
- f. Key in the eSA password when you are prompted in the Lockdown Browser.
- g. Once you have entered the eSA password, you can start the eSA.
- h. Follow the steps to access the Lockdown Chat to communicate with the Invigilator.
 - i. At the top of every question, you will see a link to open the Lockdown Chat Room for this eSA. Click on it to open the Lockdown Chat Room in a new tab.



- ii. Note: You only need to open the Lockdown Chat in a single tab in the

STEP-BY-STEP E-ASSESSMENT GUIDE FOR LEARNERS

lockdown browser for the entire eSA sitting.

- iii. You can now post questions or read messages posted on the Lockdown Chat Room. You have to enter your name (learning unit group) for each message that you post. Your message will be moderated and if the instructor deems that it is proper and necessary, he will respond to it.

Battery Level: 41%

Lockdown Chat

Only post questions about the eSA in this chat room. If you breach any of the assessment regulations or instructions by posting the answers in the chat room, you are liable to disciplinary action.

[My Messages](#) [Broadcast Messages](#)

Send Message

Name (Module Group)

Your Message Here

Send

CAUTION: Only post questions about the eSA in the Lockdown Chat. If you breach any of the Assessment Regulations or instructions by posting the answers in the Lockdown Chat, you are liable to disciplinary action.

- h. You may now start answering the questions.

STEP-BY-STEP E- ASSESSMENT GUIDE FOR LEARNERS

4.2 DURING THE eSA

1. The Invigilator will monitor the progress of eSA using Zoom.
2. You cannot leave your workspace until the end of eSA and you must sit through the entire sitting (maximum **1 hour**).
3. If you have a question, communicate with the Invigilator using the Lockdown Chat. Type your name and indicate your Learning Unit Group (e.g. 01, 02, A4, B5, etc...) in the Lockdown Chat, as well as your question.
4. Your message will be moderated, and if the instructor deems that it is proper and necessary, he will respond to it, either privately or through a broadcast message for the whole chat room.
5. If it is too lengthy to type your question, type **“I have a question” in the message box** in the Lockdown Chat. The Invigilator will bring you to the Zoom Breakout Room on your phone to answer your queries verbally.
6. If there is a need, the invigilator will make an audio announcement in the main Zoom room.
7. Check your battery level using the battery level indicator on the top-right hand corner of the chatroom to ensure you have sufficient power for the remaining duration of the eSA.
8. If you need to charge your laptop, let the invigilator know either by using the Lockdown Chat for remote eSA, or by telling the invigilator face-to-face for on-campus eSA.

Battery Level: 40%

Lockdown Chat

Only post questions about the eSA in this chat room. If you breach any of the assessment regulations or instructions by posting the answers in the chat room, you are liable to disciplinary action.

My Messages

Tim (02)
Hello
20 August 2020, 14:46:37

Tim (02)
Can I use pen for drawing diagrams?
20 August 2020, 14:46:54

Tim (02)
Is there something wrong with Q3?
20 August 2020, 14:47:55

Broadcast Messages

Tim (02)
Can I use pen for drawing diagrams?
20 August 2020, 14:46:54

Mr Tan
Please use only pencil for drawing diagrams
20 August 2020, 14:47:32

Ms Lim
No, there is no problem with Q3
20 August 2020, 14:48:20

Send Message

Name (Module Group)

Your Message Here

Send

4.3 AT THE END OF THE eSA

1. For eSA that only use keyboard (no pen-and-paper)
 - a. Click the “Submit Quiz” button and the assessment will end on the laptop, log out of NYP LMS in LockDown Browser.
 - b. For eSA with only 1 sitting or the 2nd sitting of eSA with 2 sittings
 - i. You are not allowed to exit Zoom on your phone until you are told by the Invigilator.
 - ii. You will exit Zoom when you hear the announcement from the Invigilator via Zoom – “You may leave now”.

STEP-BY-STEP E- ASSESSMENT GUIDE FOR LEARNERS

- c. For the 1st sitting of eSA with 2 sittings
 - i. You will be allowed to go for your break when you hear the announcement from the invigilator via Zoom – “You may leave now”.
 - ii. You may exit Zoom on your phone when you go for your break.
2. For eSA that only use pen-and-paper:
 - a. Click the “Submit Quiz” button.
 - b. If there are any input fields to fill up, type “Done on paper” in the input fields.
 - c. End the assessment on the laptop and log out of NYP LMS in LockDown Browser.
 - d. Remember to write your Admin Number and the total number of pages submitted at the top right-hand corner of every single-sided page.
 - e. Remember to write the question number clearly on every single-sided page.
 - f. Log in to NYP LMS using a normal (non-lockdown) browser on the laptop, click on your eSA Zoom link and log in to the Zoom session on the laptop.
 - g. Do not take your phone to scan your solutions until you are told to do so when you hear the announcement from the invigilators via the Zoom session on your laptop.
 - h. When instructed, log out of Zoom on your phone.
 - i. In front of the webcam on the laptop, take your phone and launch the Brightspace Pulse on your phone.
 - j. Locate the assignment link of your eSA paper. Use your phone to scan every page of your answers as the assignment submission file(s) (see Annex for reference).
 - k. You are to scan every page including blank page(s) for the question(s) that you do not attempt.
 - l. You are to ensure the readability of the scanned image files before submission.
 - m. You must complete the upload within **10** minutes. You have a maximum of 2 attempts to upload the file, so take care to upload the correct file(s).
 - n. Do not exit the Zoom Room on your laptop and wait for announcement from the Invigilator via Zoom to confirm receipt of all submissions.
 - o. Once you hear the announcement from the invigilator via Zoom – “You may leave now”, log out of Zoom and NYP LMS on the laptop.
 - p. For eSA with 1 sitting or the 2nd sitting of eSA with 2 sittings, log out from Zoom App and NYP LMS on your phone.
 - q. After the 1st sitting of eSA with 2 sittings, you can exit Zoom on your phone, but you must log into Zoom at least 30 minutes before the start of the 2nd sitting. Log out of NYP LMS on your phone and go for your break.

4.4 ON-CAMPUS PROCTORED E-ASSESSMENTS FOR ALL LEARNERS

1. If the situation permits all candidates to undergo On-campus Proctored e-Assessments (OPeA), these are the following differences from a remote eSA that you have to take note:
 - a. No Zoom is required as the assessment will be proctored by invigilators physically. Hence, you will not be allowed to bring in your phone, or any other electronic devices like headphone/ earpiece/ smartwatch/ smart glasses into the assessment venue. Mouse with on-board memory is not allowed.
 - b. You will be using your own laptop to take the OPeA unless informed otherwise. You are not allowed to take the e-assessment on-campus if you do not have a laptop with you. Your laptop must run a full version of Windows or macOS that supports the required assessment software. Tablets (eg. iPads Android Tablets), Chromebooks and mobile operating systems are not allowed for the taking of assessments. Students should consult their lecturers if they are unsure whether their device meets the required specifications for the taking of assessments. Privacy screens are not permitted during tests and examinations.
 - c. You should bring your own laptop charger with you to your seat at the assessment venue. Leave the laptop charger under your seat while you take the OPeA.
 - d. Disable the power saver mode on your laptop. You must NOT close the laptop lid, turn off the screen, or switch to sleep or hibernate mode during the assessment while the Lockdown Browser is in use. Any attempt to exit the Lockdown Browser without prior approval may result in disciplinary action.
 - e. Password to the OPeA will be released by the invigilators. Enter the password to access the assessment questions.
 - f. Once you have begun the assessment, open the Lockdown Chat by clicking on the link provided. Regularly check your device's battery level at the top right-hand corner of the Lockdown Chat window.
 - g. If your device's battery level is low and you need to charge it at the charging point, raise your hand to inform the invigilator. You will not be given extra time if you have to charge your laptop.
 - h. Switch off the Wi-Fi of your phone to decrease the load on the school network.
 - i. There is only a single 2-hour paper for OPeA. The start time of the paper is the start time of OPeA.
 - j. If you arrive later than 45 minutes after the start of the paper, you will not be allowed to sit for the paper.
 - k. For pen-and-paper submission, you will be provided with paper, but you must bring your own writing material. You will submit your responses to the invigilators at the assessment venue at the end of the OPeA. There is hence no need for scanning the responses using your phone.
2. In addition to the points above, take note of any other instructions given by your own lecturer.

ANNEX

A.1 FREQUENTLY ASKED QUESTIONS (FAQ)

CAN I USE MY IPAD TO TAKE ESA?

No. You will need to use a laptop with webcam and microphone, and Respondus LockDown Browser must be installed on the laptop.

However, you may use iPad instead of phone to launch the Zoom session. The NYP LMS App and Pic-to-PDF App (for pen-and-paper responses) must be installed and working on the iPad.

AM I ALLOWED TO SIT FOR ESA IF I AM LATE?

For remote eSA, you are allowed to sit for the eSA only if you log in no later than **15** minutes after the start of the eSA sitting. For OPeA, you are allowed to sit for the OPeA if you arrive at the assessment venue within **45** minutes of the start of the 2-hour paper.

However, in both circumstances, you will not be given additional time to complete the e-Assessment.

WHAT IF I HAVE NETWORK ISSUES, COMPUTER HANGS OR ELECTRONIC DEVICES FAILURE DURING THE FIRST 15 MINUTES AFTER THE START OF A REMOTE ESA?

Inform your lecturers immediately via WhatsApp. You are allowed **15** minutes to rectify the issue, failing which you will not be allowed to continue the eSA. If you are able to rectify the issue, do note that the disruption time will not be compensated.

If you are unable to continue with the eSA, you will be informed by the invigilator to fill in an Incident Report. An alternative assessment will be arranged for you after the evaluation of the incident report.

WHAT IF I HAVE NETWORK ISSUES, COMPUTER HANGS OR ELECTRONIC DEVICES FAILURE DURING THE ESA SITTING AFTER THE INITIAL 15 MINUTES FROM THE START OF A REMOTE ESA?

For remote eSA, inform the Invigilator immediately via WhatsApp. You are allowed **10 minutes** to rectify the issue, failing which you will not be allowed to continue the eSA. If you are able to rectify the issue, do note that the disruption time will not be compensated.

If you are unable to continue with the eSA, you will be informed by the invigilator to fill in an Incident Report. An alternative assessment will be arranged for you after the evaluation of the incident report.

WHAT IF I REALLY NEED TO GO TO THE TOILET DURING THE A REMOTE ESA?

You will need to submit your responses and end the eSA sitting. You will not be allowed to continue the eSA sitting after the washroom-break.

STEP-BY-STEP E- ASSESSMENT GUIDE FOR LEARNERS

WHAT IF I HAVE NETWORK ISSUES, COMPUTER HANGS OR ELECTRONIC DEVICE FAILURE DURING THE ON-CAMPUS PROCTORED E-ASSESSMENTS (OPEA)?

Inform the invigilator immediately by raising your hand. The invigilator will attempt to assist you to resume the assessment.

If you are unable to continue with the OPeA, you will be informed by the invigilator to fill in an Incident Report. An alternative assessment will be arranged for you after the evaluation of the incident report.

AM I ALLOWED TO WEAR A CAP, HEADPHONE/EARPIECE/SMARTWATCH/SMARTGLASS DURING ESA/OPeA?

No, your face must be clearly shown at all times during eSA sitting. You are not allowed to wear any headphone/earpiece/smartwatch/smart glass during the eSA/OPeA sitting.

AM I ALLOWED TO TURN ON MY MICROPHONE DURING THE ZOOM SESSION?

You are to unmute your microphone when you join the Zoom session. The invigilators will give further instructions to mute/unmute if necessary, during the course of the eSA. Do not change the microphone setting without instructions from the invigilators.

CAN I TURN ON MY MICROPHONE TO ASK QUESTION DURING ESA?

No. You should first key in your questions in the Lockdown Chat and the invigilator will reply to you. Type "I have a question" in the Lockdown Chat if it is too lengthy to type your question. Your invigilator will bring you to the breakout room to answer your queries.

WHAT IF MY WEBCAM/MICROPHONE OR PHONE DOESN'T WORK?

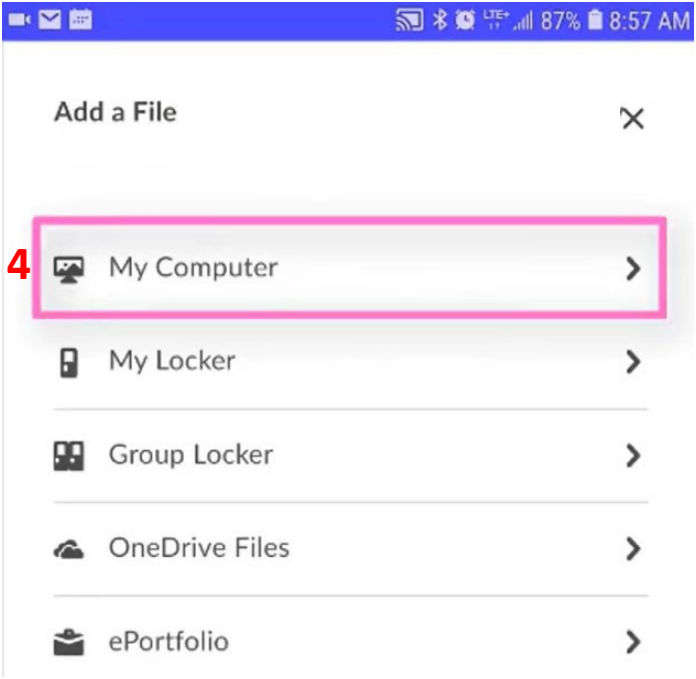

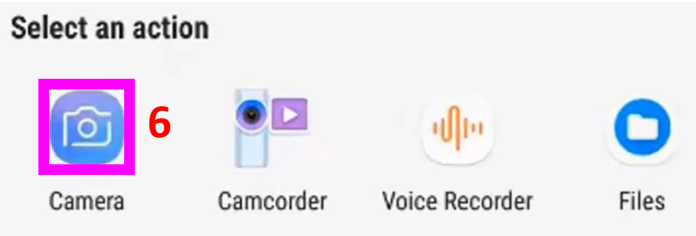
A Mock eSA session will be conducted before the actual eSA sitting for you to test your webcam/microphone or phone. Please inform your lecturers if your device is not working before the actual eSA sitting.

CAN I USE A LAPTOP ON THE DAY OF ESA THAT IS DIFFERENT FROM THE ONE I USE FOR MOCK ESA?

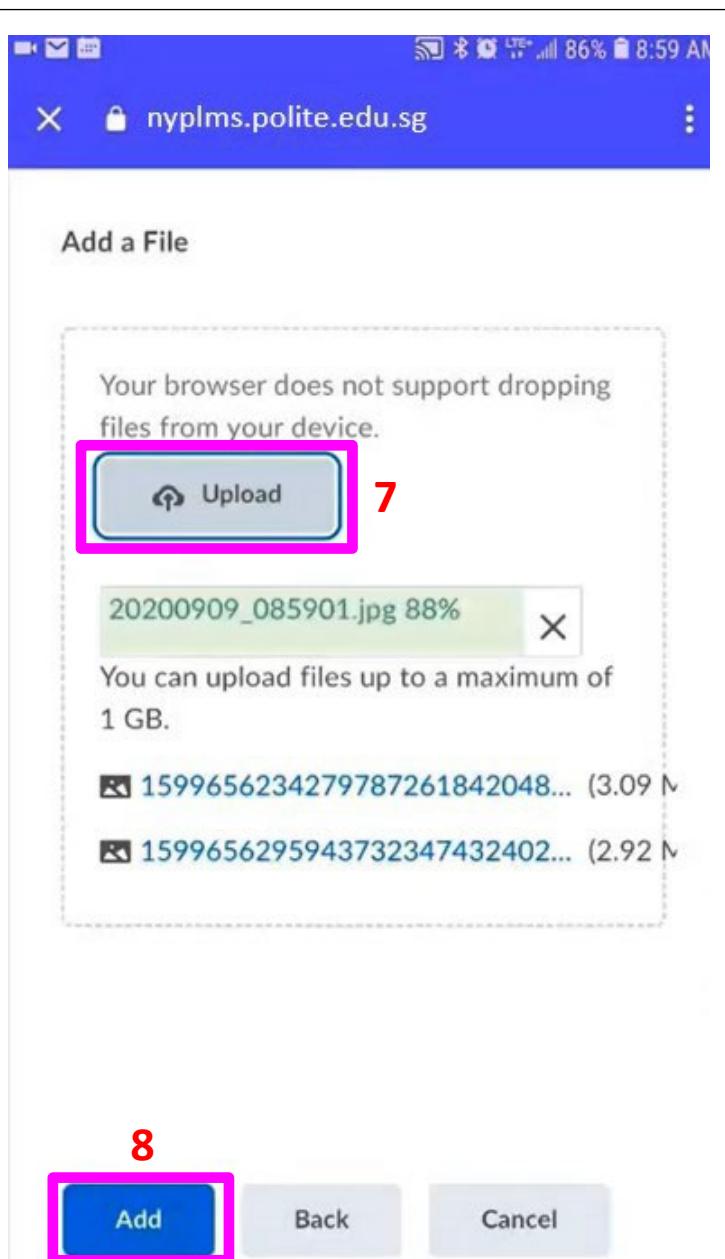
If there is a need to change, you are advised to inform your lecturers and go through another Mock eSA before the actual eSA.

CAN I TAKE PAPER 2 IF I MISSED PAPER 1?

Only if the e-Assessment is conducted via eSA mode, you can proceed to take Paper 2 as the two papers are treated as different sittings. For OPeA, there is only a single 2-hour paper, you can still take the paper if you arrive at the venue within 45 minutes from the start of the paper.

<p>4. Select "My Computer".</p>	 <p>The screenshot shows a mobile application interface with a blue header bar containing icons for back, home, and search, along with status icons for Wi-Fi, Bluetooth, LTE+, signal strength, 87% battery, and 8:57 AM. Below the header is a white box titled "Add a File" with a close button (X) in the top right corner. A list of file sources is displayed: "My Computer" (with a computer icon), "My Locker" (with a locker icon), "Group Locker" (with a group icon), "OneDrive Files" (with a cloud icon), and "ePortfolio" (with a folder icon). The "My Computer" option is highlighted with a pink rectangular box, and a red number "4" is placed to its left.</p>
<p>5. Click on the "Upload" button.</p>	 <p>The screenshot shows the same "Add a File" dialog box. A dashed grey box contains a message: "Your browser does not support dropping files from your device." Below this message is a grey button with an upward arrow icon and the text "Upload". The "Upload" button is highlighted with a pink rectangular box, and a red number "5" is placed to its right. Below the message, it says "You can upload files up to a maximum of 1 GB."</p>
<p>6. Select to upload using the phone camera.</p>	 <p>The screenshot shows a "Select an action" menu with four options: "Camera" (with a camera icon), "Camcorder" (with a camcorder icon), "Voice Recorder" (with a microphone icon), and "Files" (with a folder icon). The "Camera" option is highlighted with a pink rectangular box, and a red number "6" is placed to its right.</p>

7. Upload as many files as your actual working necessitate.



8. Click on the “Add” button after you have finished uploading all the pictures of your working.

STEP-BY-STEP E- ASSESSMENT GUIDE FOR LEARNERS

9. Check that the number of files uploaded correspond to the number of pages you wish to upload.

10. If you have additional file to upload, click on the “Add File” button again to upload more files.

11. Finally, click on the “Submit” button to commit your files.

Submit Assignment

Files to submit * **9**
(3) file(s) to submit

After uploading, you must click Submit to complete the submission. **10**

10

Add a File Record Audio
Record Video

- [15996562342797872618420480330650.jpg](#) (3.09 MB)
Source: My Computer
- [15996562959437323474324029207021.jpg](#) (2.92 MB)
Source: My Computer
- [20200909_085901.jpg](#) (2.97 MB)
Source: My Computer

Comments

Paragraph

11

Submit Cancel

STEP-BY-STEP E- ASSESSMENT GUIDE FOR LEARNERS

12. Click on “Done” to finalize the submission.

Submitted By
Student Name

Total File Size
8.98 MB

Email Status
Confirmation Email Sent Successfully

Instructions
Upload the scanned copy of your pen-and-paper submission for this eSA.

12

Done

View History

Upload More Files