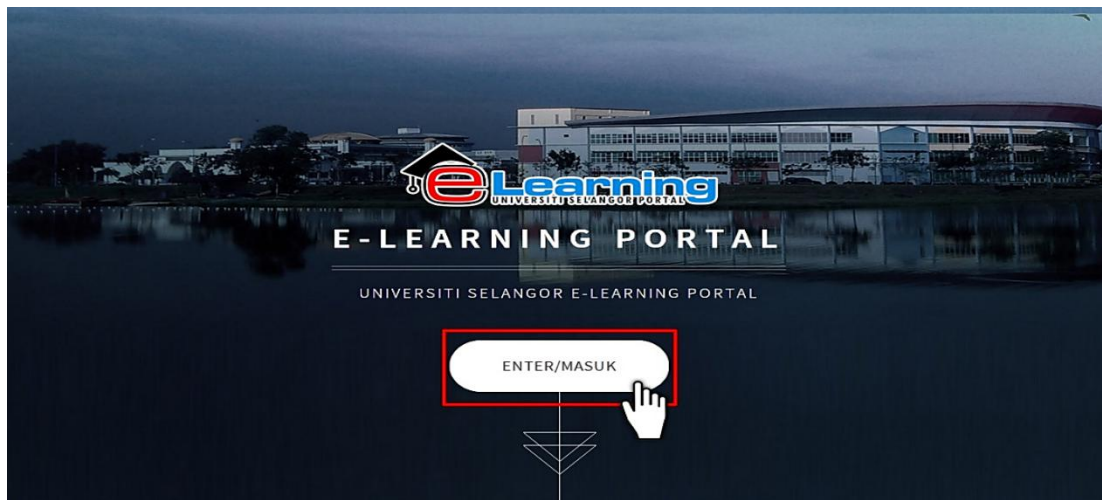


**TATACARA MENDUDUKI PEPERIKSAAN KHAS.**

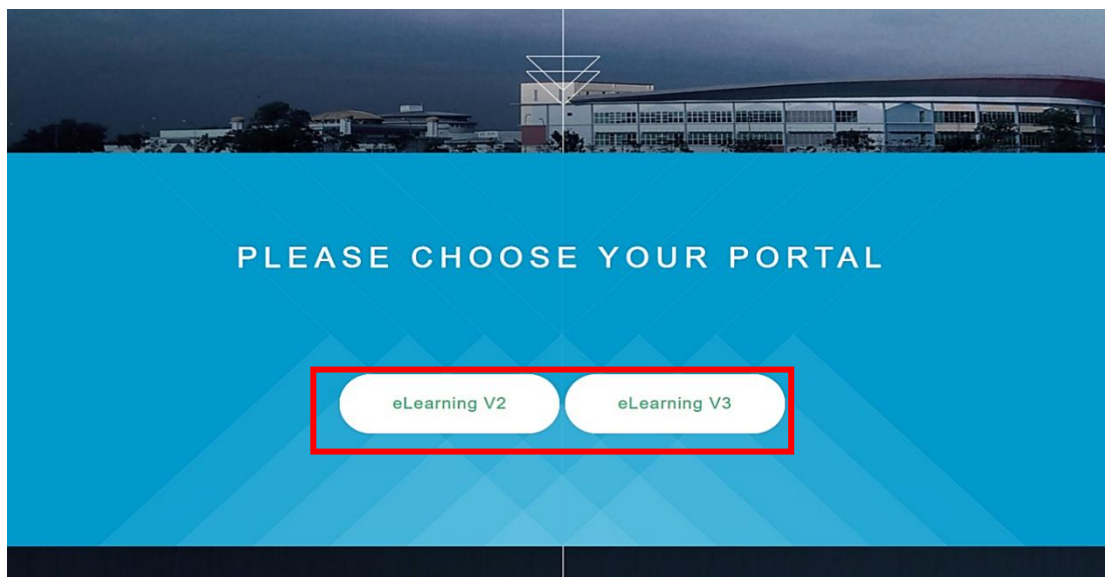
**SPECIAL EXAMINATION GUIDELINE.**

1) Pelajar memasuki portal e-learning unisel (<https://elearning.unisel.edu.my/>).

*Step 1: Open the Unisel e-learning portal at <https://elearning.unisel.edu.my/>.*

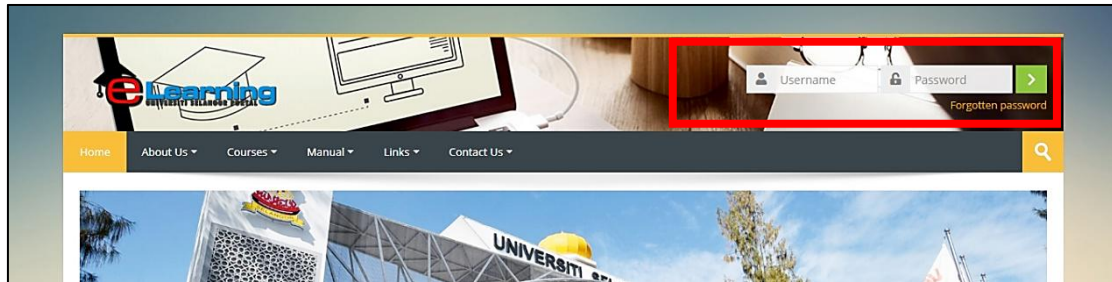


Once you are on the page, click on the **eLearning V3** button, as shown in the picture below.



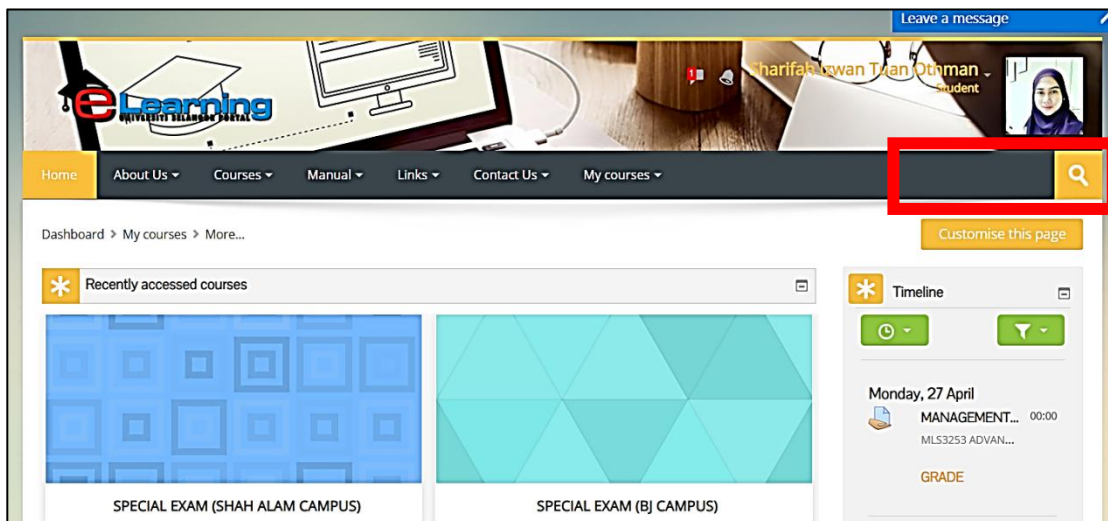
- 2) Pelajar perlu **login** dengan mengisi **username (no. kad pelajar)** dan **password unik** (jika anda telah menukarnya) / **default password** (Unisel@123).

Step 2: **login to eLearning using your username (student id) dan unique password. If you have changed or reset the login credentials recently, please use the default password (Unisel@123).**



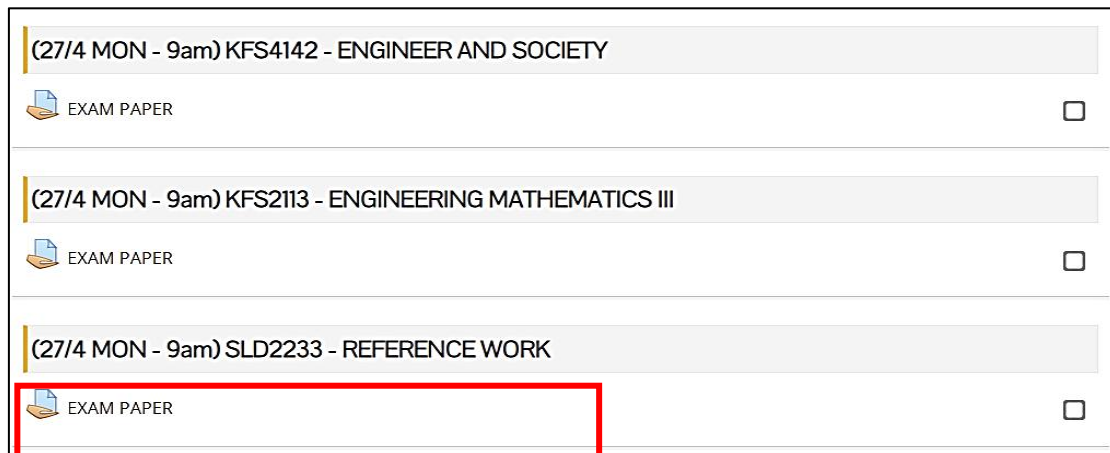
- 3) Pelajar perlu masukkan **Nama Kursus** di ruang “**Search Courses**”. Bagi pelajar kampus Bestari Jaya - **Special Exam (Bestari Jaya Campus)** dan pelajar kampus Shah Alam – **Special Exam (Shah Alam campus)**.

Step 3: *Click the search button shown in the picture below and enter the course name. For students from Bestari Jaya campus, the course name is **Special Exam (Bestari Jaya Campus)**; for students from Shah Alam campus, the course name is **Special Exam (Shah Alam campus)**.*



- 4) **Semak** tarikh, masa, kod kursus dan nama kursus kertas peperiksaan anda yang telah diluluskan. Contohnya: Masa peperiksaan adalah 27/4 pukul 9 pagi, kod kursus SLD2233 – Reference Work.

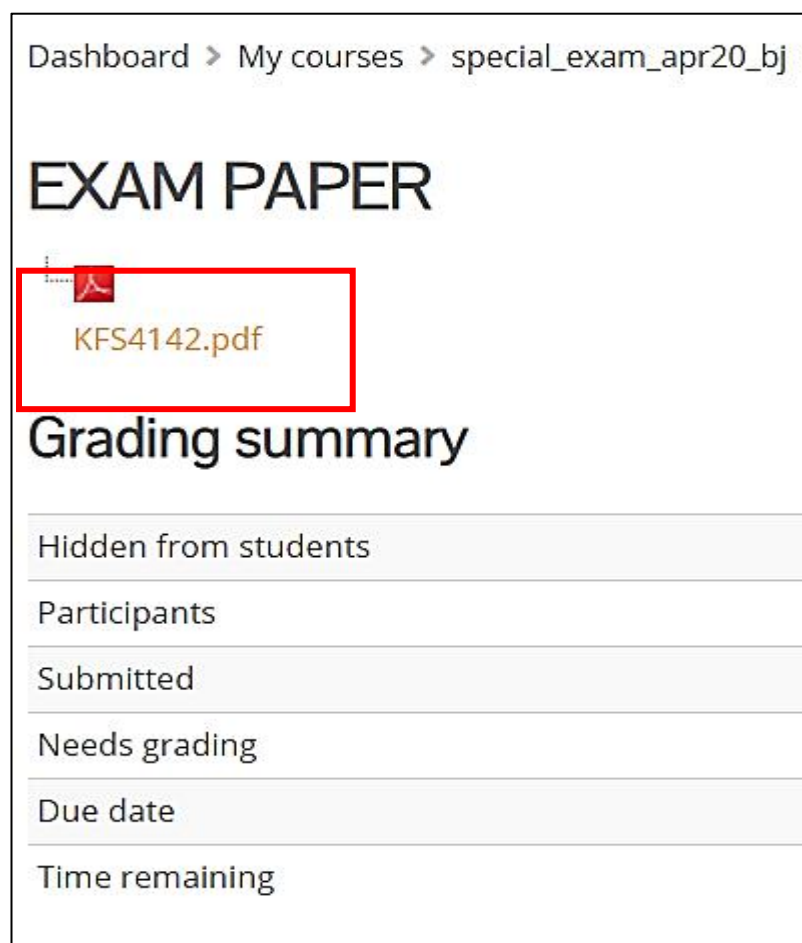
*Step 4: Look for the special examination course code and name, then check the date and time for you to attend the exam. For example : Examination set on 27/4 at 9.00 am for SLD - Reference Work.*



(27/4 MON - 9am) KFS4142 - ENGINEER AND SOCIETY	EXAM PAPER	<input type="checkbox"/>
(27/4 MON - 9am) KFS2113 - ENGINEERING MATHEMATICS III	EXAM PAPER	<input type="checkbox"/>
(27/4 MON - 9am) SLD2233 - REFERENCE WORK	EXAM PAPER	<input type="checkbox"/>


- 5) Pelajar perlu memuat turun kertas soalan berbentuk PDF dengan klik pada 'EXAM PAPER'.

*Step 5: Once the exam starts, download the exam paper in pdf by clicking on "EXAM PAPER".*



Dashboard > My courses > special\_exam\_apr20\_bj

# EXAM PAPER

 KFS4142.pdf

## Grading summary

Hidden from students
Participants
Submitted
Needs grading
Due date
Time remaining

- 6) Pelajar membuat pengesahan kehadiran menduduki peperiksaan khas dengan klik **'SIGN IN YOUR ATTENDANCE FOR SPECIAL EXAM HERE!'**. Klik 'Attend' pada sesi peperiksaan yang betul 15 minit sebelum peperiksaan anda bermula.

*Step 6: Verify your attendance in the special examination by clicking on **'SIGN IN YOUR ATTENDANCE FOR SPECIAL EXAM HERE!'**. Click 'Attend' according to the examination session 15 minutes before the examination begins.*

Date	Description	Status	Points	Remarks
Tue 21 Apr 2020 4PM - 5PM	EXAMINATION		Submit attendance	
Tue 21 Apr 2020 4PM - 6PM	EXAMINATION		Submit attendance	

- 7) Pelajar boleh mula menjawab setelah masa peperiksaan bermula. Pelajar perlu membuka fail word kosong untuk menaip jawapan. Sekiranya memerlukan lukisan, pengiraan dan sebagainya, pelajar boleh menggunakan pen dan kertas A4, kemudian mengambil gambar jawapan tersebut dan kepilkan (attach) gambar tersebut di dalam jawapan peperiksaan anda.

*Step 7: You can now begin to answer the questions. To answer the questions, create new Word Document and type your answers. For calculation, diagram, drawing or other type of questions that need handwritten answers, you can answer those question by writing the answer on an A4 paper, once you finished, capture the picture of your answers and attach it to the word document. Once you have answered all questions, save as the word doc into pdf. File > save as > pdf>location: desktop>save.*

- 8) Perlu diingatkan, pelajar perlu menetapkan pemas (set timer) sebaik-baiknya 15 minit sebelum masa peperiksaan berakhir bagi memberi masa untuk menyimpan fail jawapan tadi ke dalam bentuk pdf. File > save as > pdf>location: desktop>save.

*Step 8: To monitor the time, set a timer according the allocated time. Allow some time for you to save the answer file from word doc to pdf. File > save as >pdf>location: desktop>save.*

- 9) Nama fail pdf tersebut perlulah diletakkan seperti berikut: [Kod kursus, nama kursus, nama Pelajar dan nombor kad peajar]. Contoh: **ABC123 Public Speaking\_Ali bin Ahmad\_3193456789**

*Step 9: Name the answer script file as: [Course Code, Course Name, Student Name and Student ID number]. Example : ABC123 Public Speaking\_Ali bin Ahmad\_3193456789*

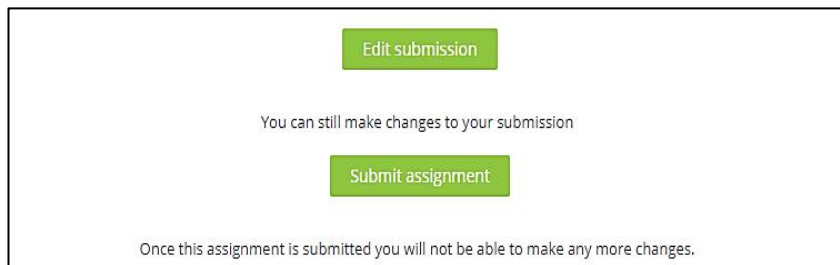
- 10) Bagi proses penghantaran jawapan, pelajar perlu menekan butang **'Add submission'**. Kemudian pelajar memuatnaik (upload) atau drag jawapan dari Desktop ke kotak File Submission.

*Step 10: To submit your answer script, click on **'Add submission'** and then upload or drag answer script from Desktop to File Submission Box.*



- 11) Jawapan yang telah dimuatnaik akan dipaparkan dalam kotak File Submission, jika pelajar ingin mengemaskini jawapan, klik **'Edit Submission'** dan mengulang proses 10. Anda mesti selesai **'Submit'** sebelum habis tempoh peperiksaan. Kelewatan penghantaran kertas jawapan menyebabkan kertas tersebut tidak dapat dinilai oleh pemeriksa.

*Step 11: The answer script uploaded will appear in File Submission box. If you need to make amendment to your answer script, click on **'Edit Submission'** and repeat step no. 10. Once finalised, submit your answer script by clicking on **'Submit'** before your time is up. It is important that you submit the answer script within the allocated time to ensure that your answers are delivered and evaluated by the examiner.*



12) Pengesahan penerimaan skrip jawapan akan dipaparkan di bahagian 'Time Remaining'.

*Step 12: The answer script acceptance verification will appear at 'Time Remaining' section.*

Submission status	
Submission status	Submitted for grading
Grading status	Not graded
Due date	Tuesday, 21 April 2020, 6:10 PM
Time remaining	19 mins 32 secs
Last modified	Tuesday, 21 April 2020, 5:41 PM
File submissions	 ABC123 Public Speaking_Ali bin...
Submission comments	▶ Comments (0)

13) Pelajar yang menduduki dan menghantar skrip jawapan peperiksaan khas akan menerima email sebagai pengesahan penghantaran skrip jawapan di email [istudent@unisel.edu.my](mailto:istudent@unisel.edu.my)

*Step 13: Students who sat for the special examination and submitted the answer script will receive a submission verification email from [istudent@unisel.edu.my](mailto:istudent@unisel.edu.my). You do not need to reply this email.*

**SELAMAT MENDUDUKI PEPERIKSAAN. SEMOGA KEJAYAAN BERSAMA ANDA!**

**GOOD LUCK FOR YOUR EXAMINATION. MAY THE VICTORY BE YOURS!**