



University of the Philippines Manila  
The Health Sciences Center  
**COLLEGE OF NURSING**  
**WHO Collaborating Centre for Leadership in Nursing Development**  
**Commission on Higher Education Center of Excellence**  
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### INSTRUCTIONS AND REMINDERS FOR N9 FACE-TO-FACE EXAMINATION

#### BEFORE THE EXAMINATION

1. Wear proper uniform and bring your fully charged laptop, fully charged back up wifi device, black ballpen, and pencil with eraser.
2. Bring your FCTs book and a folder with name on the side. Laboratory exam questionnaire and answer sheets should be placed inside the folder. **The FCTs and FEL books should only be used during the laboratory exam.**
3. Take a meal or bathroom break before the exam begins. **You should not take a break while taking the exam.**
4. Fall in line alphabetically based on your surname in front of Room 203 30 minutes before the schedule of exam
  - a) If you come late for the exam later than 7:45 AM, you will not be allowed to take the exam and you will be marked failed.
5. Upon entering the classroom, sign the attendance sheet. Present your pockets to your faculty-in-charge (FIC). All bags should be placed in room 204. You are not allowed to talk, discuss and review once inside the exam room.
6. Take your seat alphabetically based on your surname.
7. For your internet connection, connect your laptop preferably to CN-Student wifi or your personal hotspot.
  - a) To connect to CN-Student wifi, go to u.pm/ads and then enter your log-in (VLE) credentials.
  - b) In case you will use your personal hotspot, the device should be placed under your chair.
8. **Please log-in by 7:15 AM in the VLE N-9 Course Site in your laptop's Web Browser. Do not use secured browsers (e.g., incognito) and VPN during the exam.**
9. **Before the long exam, clear your cache, cookies, and browsing history of your web browser.**
10. **The FIC WILL GIVE INSTRUCTION WHETHER YOU CAN ALREADY START TAKING THE EXAM.** You will not be allowed to take the exam and receive a failing mark if you start the exam without the instruction from the FIC.
11. Be guided by the timing of specific activities within the Exam period as follows:
  - A. 7:30 – 7:45 AM: Read and agree with Academic Integrity Pledge
  - B. 7:45 – 9:15 AM: VLE Lecture Exam (1 ½ hours)**
  - C. 9:15 – 9:45 AM: Break
  - D. 9:45 – 11:15 AM: Written Laboratory Exam (1 ½ hours)**
12. If you fail to answer the Academic Integrity Pledge for the Examination, you will not be allowed to take the exam.

#### DURING THE EXAMINATION

1. You should be facing the back of the room while taking the exam.
2. Be sure to submit your answers for each set within the allotted time.
3. **RED ALERT!**
  - 3.1 Do not open other websites during the exam.
  - 3.2 Do not communicate with anyone during the exam. It will be considered as a form of cheating.
  - 3.3 Do not screen shot any items of the exam.
  - 3.4 Do not take the exam outside the designated examination room.
  - 3.5 **Open your Food Table Composition and Food Exchange list Books only during the laboratory exam.**
4. Should you encounter connection errors, please reconnect your internet connection and refresh your page.
5. Should you have questions and concerns, please raise your hand.
6. Before you submit your exam or after the Lecture exam, place your hand at your lap and then the FICs will check your browsing history.

#### AFTER THE EXAMINATION

1. Any violations committed shall be given appropriate actions based on the University's rules and regulations.
2. Once you are done, leave the room and take your break. We advise you to stay in one area (student lounge) and avoid going around the area as much as possible to lessen the risk of having Covid-19 infection.