



### Instructions and Reminders for N4 Long Examination

#### BEFORE THE EXAMINATION

1. Confirm and check the examination location and schedule.  
The examination shall take place at the **N4 VLE Course Site**

The schedule is as follows:

Exam	Coverage	Date	Time
Second Long Exam	Topics 4, 5, and 6	March 27, 2023	7:00 AM – 8:30 AM

2. The UPM VLE N4 course site contents will be unavailable 30 minutes before the examination period. The examination will be opened within the above-mentioned time period only. For students who have internet access issues (e.g. unstable internet connection, gadget shared with family member, or aware of scheduled power interruption in their location) during this time period, please inform faculty ahead of time via email ([aetupaz@up.edu.ph](mailto:aetupaz@up.edu.ph)) or through SMS (09199929739). For those who will go to UPCN to access the university internet, please inform me as well. Students living in the same accommodations/ same condo unit/ or same dorm room should take the exam separately.
3. Prepare essential exam items: desktop/laptop computer, mobile phone or any gadget that allows usage of UP Manila VLE, and Internet connection.
4. **Do not bring unnecessary/unauthorized materials during the examination.** Mobile phones (unless used to access the VLE), books, notes, wallets, and other electronic gadgets should be kept away from your examination table or area
5. You can eat or drink during the examination, but make sure to avoid other activities or distractions.
6. The examination has three parts.
  - a) Part 1: Academic Integrity Pledge (6:45 AM to 7:00 AM)
  - b) Part 2: Examination (7:00 AM to 8:30 AM)
  - c) Part 3: Browsing History (8:30 AM to 9:00 AM)
7. Log in to your UPM VLE account at least 15 minutes (6:45 AM) before the examination is due to start
8. You may access and complete Part 1: Academic Integrity Pledge from 6:45 AM. This is needed to access the examination.

#### DURING THE EXAMINATION

1. The exam (Part 2: Final Written Examination) will start at exactly 7:00 AM. Time limit is 90 minutes and timer will start as soon as you start the exam.
2. Do not use incognito or private web browsers during the exam.

3. Do not use a VPN during the exam.
4. Do not open other websites during the exam.
5. Do not use the VLE chat box during the exam. Exam proctors can monitor chat activities remotely.
6. During the examination, you are **not** allowed to communicate by any means with other students or people except for your faculty. For any concerns/issues, you may contact your faculty through the VLE chatbox or SMS.
7. Copying of exam items, photography and sound/video recordings are **not** allowed.
8. Read instructions carefully. Students are required to comply with the instructions at all times.
9. Keep in mind the **Academic Honesty Pledge** (see below). University of the Philippines and/or College of Nursing rules apply on issues of misconduct and/or academic/intellectual dishonesty, cheating, etc.

### **ACADEMIC INTEGRITY PLEDGE**

As a student of the University of the Philippines Manila, I pledge to uphold the highest standards of ethics and academic honesty and integrity as defined by the University of the Philippines' Code of Student Conduct (2012) and the University of the Philippines Manila's Student Handbook (2019).

In addition, I pledge to follow the Academic Integrity Honor Code as stated below, and follow the rules and policies for this examination.

I understand I must work entirely alone on this examination.

I affirm that I will not give or receive any unauthorized help (in any form) on this examination.

I will not share information about any aspect of the exam with other students of the class who have not completed the examination.

I will direct all questions and concerns regarding the examination to the assigned proctor or faculty.

I understand that any academic integrity violation may result to corrective measures, suspension, or expulsion, as stipulated in the UP Manila Student Handbook (2019).

### **AFTER THE EXAMINATION**

1. You may access and complete Part 3: Browsing History from 8:30 to 9:00 AM.
2. After completing all three parts of the exam, do not forget to logout from your UPM VLE account.
3. Feedback and exam grades will be shown once the quiz closes. You may review the results from 8:30 am to 9:00 am once you submit your browsing history.