

Notes for Taking Online Exams

Please follow the instructions from your professor regarding the date and method of the exam.

● Preparing for Online Exams

To take the exam, you will need the following.

- Computer or Tablet
- Webcam
- Stable Internet Connection
- Student ID*

*If you don't have your Student ID, please prepare some other type of photo ID (passport, driver's license, etc.).

● Notes

You must use your official (APU) account to take online exams (on manaba or Zoom)

Using Manaba or Zoom account from another student to access the exam will be considered academic misconduct.

● Keep your Video ON during Exams



During the exam, we will use the camera to check your ID.

Please respond promptly to any instructions given by the instructor.

If you have circumstances that make it impossible to turn on your video, please talk with the instructor before the test. If you do not consult ahead of time and your ID cannot be checked during the exam, your grade may be affected.

In some cases, the instructor may record the exam session for monitoring purposes. The data will be saved appropriately to be used only if necessary and will not be shared.