

**HKU SPACE Community College**  
**Guidelines to Students Sitting Online Assessment Using SOUL 2.0**

**I. Academic Integrity**

Academic integrity is a core value in higher education. The College expects its students to complete all their work in fulfilling the academic requirements of the curriculum with the utmost academic integrity. Regardless of the method and means of assessment, students must abide by the College's regulations and rules concerning collusion, copyright and plagiarism as stipulated in the Student Handbook.

It is a serious offence to cheat in examinations, tests/quizzes and course work assignments. Students may have their registration suspended and/or receive a "Fail" grade for the whole course for any established act of offence.

At any circumstances, students are not allowed to obtain or seek to obtain an unfair advantage by having or seeking access to unauthorised information or material or by copying or attempting to copy from, or by communicating or attempting to communicate with any parties during the assessment; or by giving or attempting to give assistance to another student in taking the assessment. Such cases of breaching the College's assessment regulations will be regarded as having committed an act of cheating and be subject to penalty and disqualification.

You are reminded that:

- 1) All assessments submitted by you must be your own work or the work of the group, except where acknowledged appropriately (e.g. use of referencing);
- 2) You are not allowed to obtain or seek to obtain advantage in the assessment by having or seeking access to unauthorised information or material or by copying or attempting to copy from, or by communicating or attempting to communicate with any other person during the time appointed for an assessment;
- 3) You will not impersonate another student nor to be impersonated for an assessment;
- 4) You have read the regulations and rules concerning collusion, copyright and plagiarism as stipulated in the Student Handbook, and you are aware the College may use Turnitin or any other plagiarism detecting methods to check the content of the work submitted;
- 5) You will not reproduce the content of the assessment in any domain or in any form where it may be accessed by a third party;
- 6) You generate the calculations and data in the assessment independently, using only the tools and resources defined for use in the assessment;
- 7) You compose the writing and/or translations in the assessment independently, using only the tools and resources defined for use in the assessment;
- 8) In the case of a group project, you are aware that each student is responsible and liable to disciplinary actions should there be any plagiarised contents/ undeclared multiple submission in the group project, irrespective of whether he/she has contributed directly or indirectly to the problematic contents;
- 9) You understand that students who are suspected of violating the College's regulations are liable to be referred to the Guidance Committee and may be subject to disciplinary action such as suspension of studies or expulsion from the College.

## II. Preparation for Online Assessments in SOUL

You are recommended to take the following steps and get prepared before the assessment takes place.

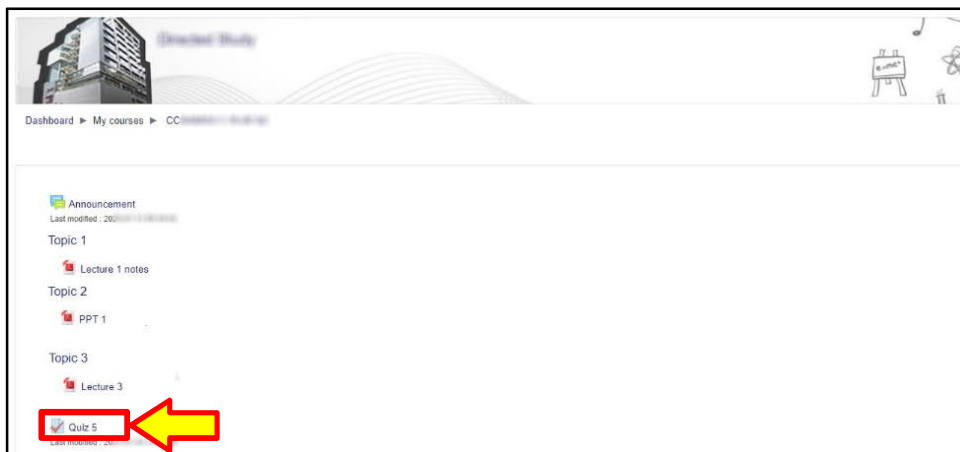
- 1) You should review the College's policies and academic regulations as stipulated in the Student Handbook as well as relevant student notices posted to Learner Portal or announcements posted to SOUL by course lecturers from time to time.
- 2) You should make sure that you know in advance what is expected of you in terms of the assessment and of additional requirements such as word count, submission process, deadline, etc. It is your responsibility to clarify with course lecturer if there is any doubt.
- 3) You must take your assessments at the date and time announced by your course lecturers via SOUL.
- 4) Before the scheduled date of the assessment, you should ensure that your computers and the network are in a healthy state. It is your responsibility to make sure that both your computer and network connection perform satisfactorily during the assessment session. If you are expected to use additional/specialist software as part of the assessment, you are required to practise it in advance.
- 5) In addition to have proper internet connection and the equipment needed, it is your responsibility to find a physical location which is well lit, tranquil and adequately ventilated for sitting assessment.
- 6) In general, no extra time will be given for students whose calculator or computer breaks down or there is a loss of internet connection in the course of the assessment. If you worry about your internet connection, you can voluntarily capture<sup>Note</sup> all of your answers in the assessment so that you have a record for further follow up .

### Note

- (a) Press (**Windows logo + PrtScn**) on your keyboard. The screen will dim for a moment.
- (b) Then, paste the screenshot into Microsoft Word document by pressing (**Ctrl + V**).

## III. Taking a Quiz in SOUL

- 1) Access SOUL directly (<https://soul2.hkustpace.hku.hk/gateway/login.php>) and enter the corresponding course page at least 15 minutes before the quiz starts.
- 2) Click on the link for the quiz in the appropriate section in SOUL.



- 3) Read carefully the instructions for the quiz, information about the number of attempts allowed and time limit. After going over the instructions, click on the **Start attempt** button to begin your quiz.

Quiz 5

**Mid-term Quiz**  
CCXX1234  
Time Allowed: 30 minutes  
Total Marks: 100 marks

**Instructions to Candidates**

- This quiz contains 50-multiple choice questions, 2 marks each (total is 100 marks).
- You have 50 minutes to complete this quiz.
- You are required to answer all questions.
- You can only attempt this quiz ONE time.


**Academic honesty declaration**

By submitting this quiz, student agree to the following declaration:

- Student complete this quiz in a fair, honest, responsible and trustworthy manner.
- Student understand the College expects all students to complete assessments with integrity and honesty;
- Student declare that this quiz is his/her own work, except where acknowledged appropriately;
- Student did not seek out any unauthorised help in completing this quiz;
- Student did not discuss the content of the quiz with anyone else in any form within the assessment period;
- Student did not reproduce the content of this quiz in any domain or in any form where it may be accessed by a third party.
- Student acknowledge that any identified form of poor academic practice or academic misconduct will be followed up and may result in disciplinary action.

Timed quiz

The quiz has a time limit of 30 mins. Time will count down from the moment you start your attempt and you must submit before it expires. Are you sure that you wish to start now?

 **Start attempt** **Cancel**

- 4) If the quiz covers multiple pages, you will need to click on the **Next page** button to see the next page.

Question 1  
Not yet answered  
Marked out of 2.00  
Flag question  
Edit question

Select one:


- a. This quiz will be completed only after the quiz. However, you may not return to this quiz to check your answers.
- b. You can return to this quiz to check your answers at any time during the quiz.
- c. You can return to this quiz to check your answers at any time during the quiz.
- d. You can return to this quiz to check your answers at any time during the quiz.
- e. You can return to this quiz to check your answers at any time during the quiz.

Question 2  
Not yet answered  
Marked out of 2.00  
Flag question  
Edit question

Select one:

- a. This quiz will be completed only after the quiz. However, you may not return to this quiz to check your answers.
- b. You can return to this quiz to check your answers at any time during the quiz.
- c. You can return to this quiz to check your answers at any time during the quiz.
- d. You can return to this quiz to check your answers at any time during the quiz.
- e. You can return to this quiz to check your answers at any time during the quiz.

Quiz navigation  
MC Questions  
Essay  
Finish attempt ...  
Time left 0:19:47

 **Next page**

- 5) For timed quiz, a **Countdown Timer** is shown in the **Quiz navigation** block for you to keep track of the time left.

Question 1  
Not yet answered  
Marked out of 2.00  
Flag question  
Edit question

Select one:

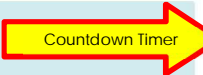
- a. This quiz will be completed only after the quiz. However, you may not return to this quiz to check your answers.
- b. You can return to this quiz to check your answers at any time during the quiz.
- c. You can return to this quiz to check your answers at any time during the quiz.
- d. You can return to this quiz to check your answers at any time during the quiz.
- e. You can return to this quiz to check your answers at any time during the quiz.

Question 2  
Not yet answered  
Marked out of 2.00  
Flag question  
Edit question

Select one:

- a. This quiz will be completed only after the quiz. However, you may not return to this quiz to check your answers.
- b. You can return to this quiz to check your answers at any time during the quiz.
- c. You can return to this quiz to check your answers at any time during the quiz.
- d. You can return to this quiz to check your answers at any time during the quiz.
- e. You can return to this quiz to check your answers at any time during the quiz.

Quiz navigation  
MC Questions  
Essay  
Finish attempt ...  
Time left 0:19:47

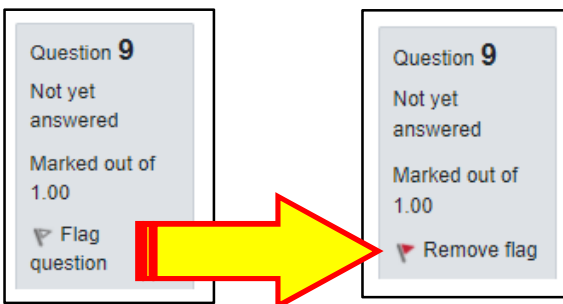
 **Countdown Timer**

**Next page**

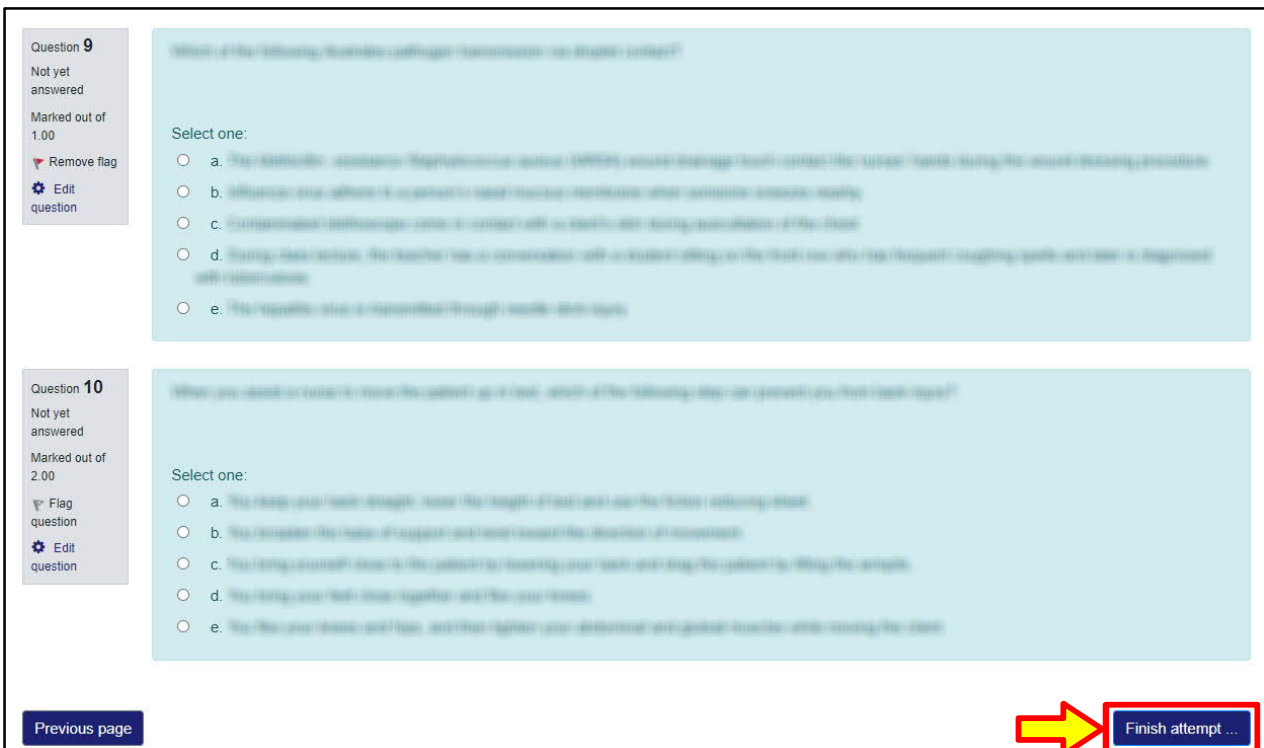
6) Click on the **Previous page** button if you want to go back to previous pages to change an answer at any time. (*Note: DO NOT use your browser's Back button*).



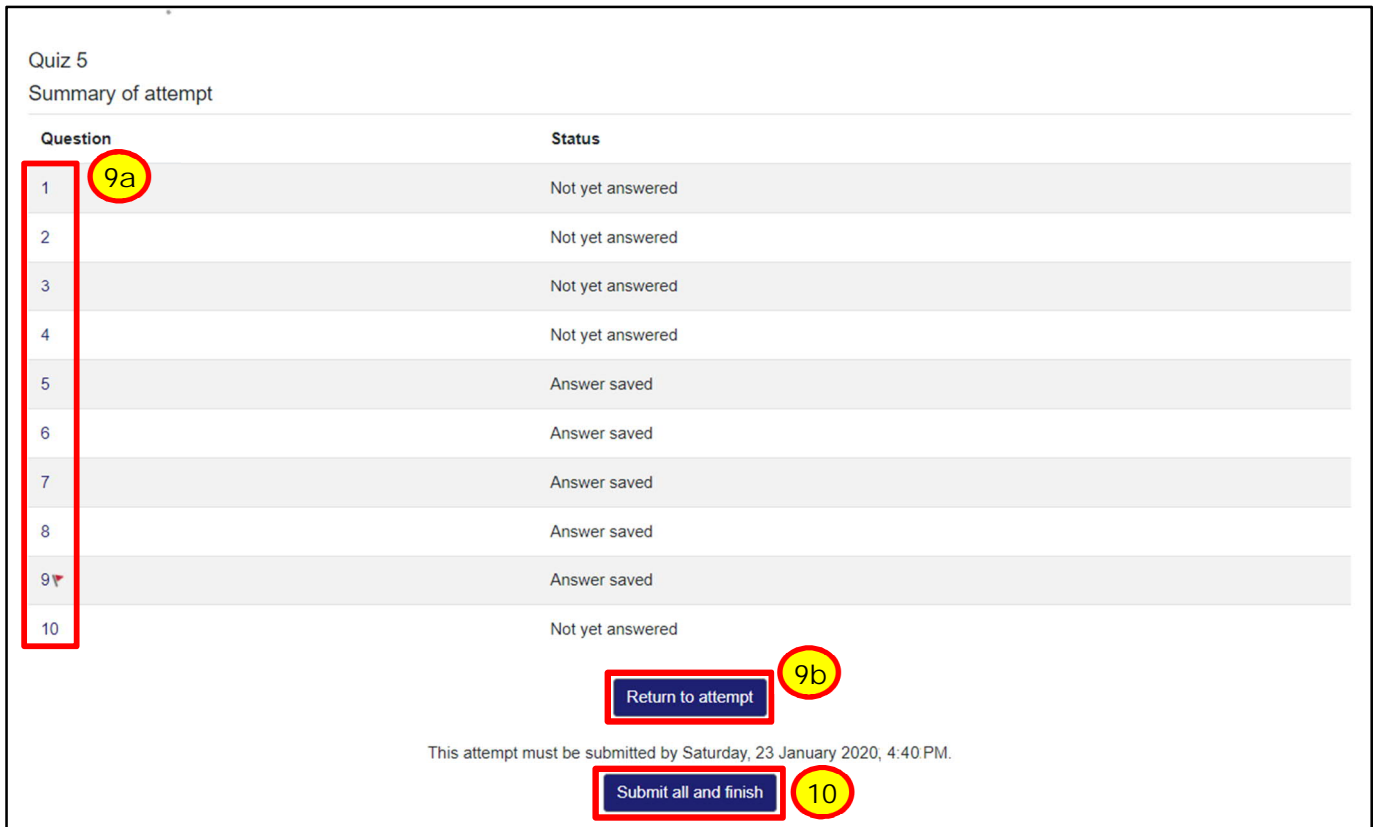
7) If you want to flag a question to look at later, click on the **Flag** icon next to the questions. The flag will turn red.



8) When you have finished answering all questions, click on **Finish attempt...** button. This will take you to the page of **Summary of attempt**, where you must make the final submission.



- 9) In the **Summary of attempt**, you can check whether you have or not answered all of the questions in the quiz. You can change your answer by:
- Clicking any question number to go back to that specific question;
  - Clicking **Return to attempt** button to go back to the previous page.



Quiz 5  
Summary of attempt

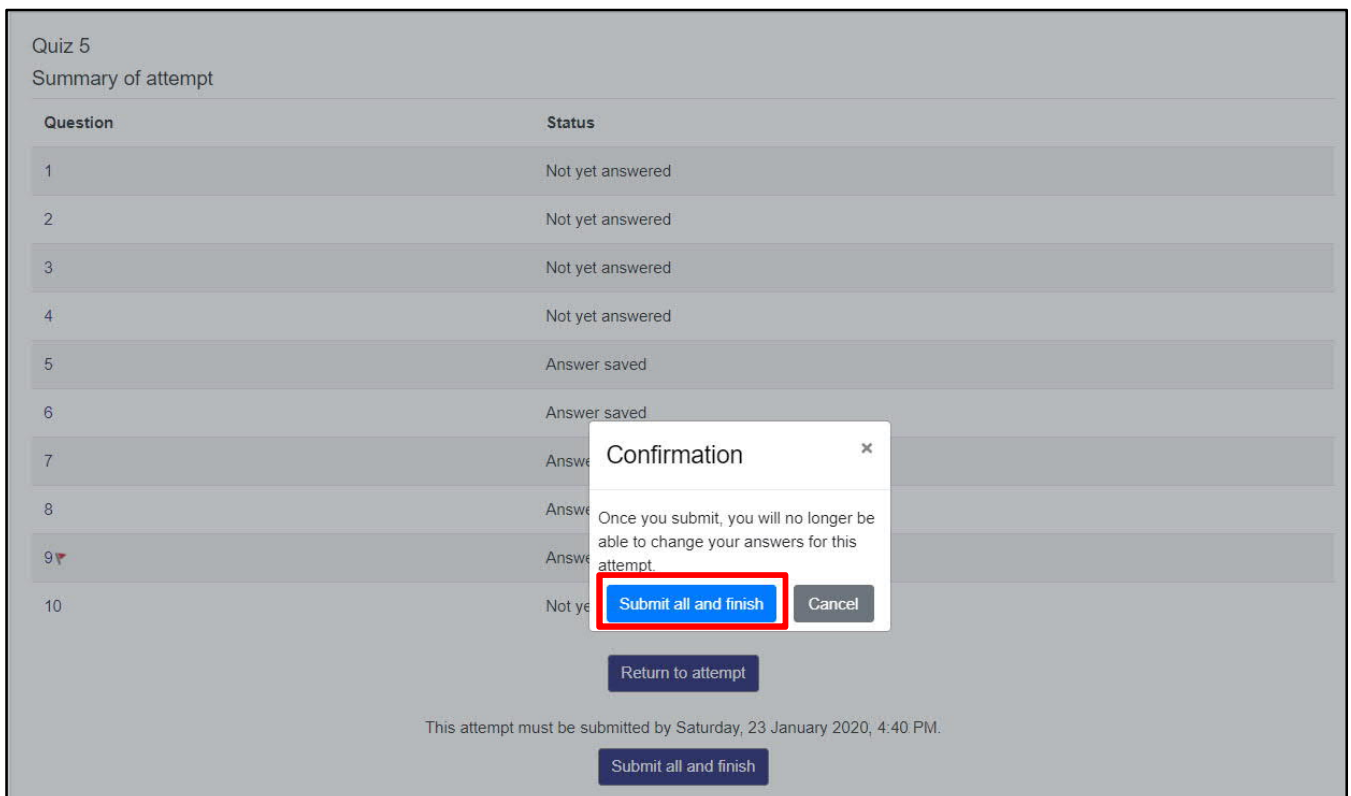
| Question | Status           |
|----------|------------------|
| 1        | Not yet answered |
| 2        | Not yet answered |
| 3        | Not yet answered |
| 4        | Not yet answered |
| 5        | Answer saved     |
| 6        | Answer saved     |
| 7        | Answer saved     |
| 8        | Answer saved     |
| 9        | Answer saved     |
| 10       | Not yet answered |

[Return to attempt](#)

This attempt must be submitted by Saturday, 23 January 2020, 4:40 PM.

[Submit all and finish](#)

- 10) When you are ready to submit your quiz, click on **Submit all and finish** button to submit your quiz.
- 11) A warning will pop up telling you that you can no longer change your answers. Click on **Submit all and finish** button to confirm your submission of the quiz.



Quiz 5  
Summary of attempt

| Question | Status           |
|----------|------------------|
| 1        | Not yet answered |
| 2        | Not yet answered |
| 3        | Not yet answered |
| 4        | Not yet answered |
| 5        | Answer saved     |
| 6        | Answer saved     |
| 7        | Answer saved     |
| 8        | Answer saved     |
| 9        | Answer saved     |
| 10       | Not yet answered |

**Confirmation** ✕

Once you submit, you will no longer be able to change your answers for this attempt.

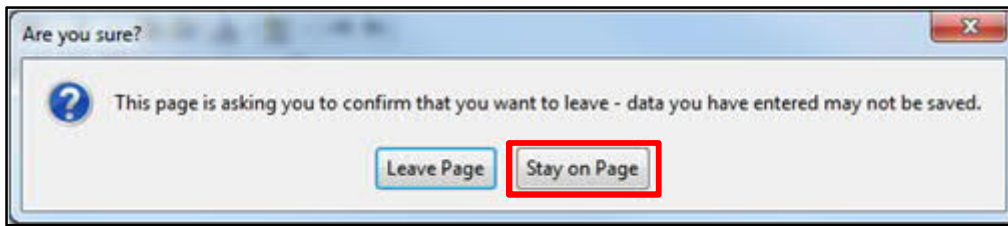
[Submit all and finish](#)
[Cancel](#)

[Return to attempt](#)

This attempt must be submitted by Saturday, 23 January 2020, 4:40 PM.

[Submit all and finish](#)

Note: Don't leave the quiz without submitting your work. If you ever see a warning box appear about leaving the page, you must click on the **Stay on page** button. Otherwise, you run the risk of losing your work.



#### **IV. Recommendations for Trouble-free SOUL Quiz Taking**

- 1) Browser requirements – Use the latest version of Google Chrome and make sure Javascript is enabled on your browser (it should be already).
- 2) Access SOUL directly (<https://soul2.hkustspace.hku.hk/gateway/login.php>) and enter the corresponding course page at least 15 minutes before the quiz starts.
- 3) A SOUL quiz or assignment must be completed and submitted before the stated closing time. For example, a quiz with an one hour time limit will close at 11:00 am, and you start the quiz at 10:45 am (15 minutes before closing time), you will only be allowed 15 minutes instead of the full hour to complete the quiz. Your attempt will then be terminated at the closing time. No part of a quiz will be available after it closes.
- 4) On timed quizzes, if you are not finished when the timer reaches its limit, SOUL will automatically terminate your quiz and close the quiz window. Therefore, you must submit your work before time expires, otherwise, your score may not be recorded and your answers may be lost.
- 5) If you are using Wi-Fi (wireless) network, be sure you have a strong and reliable Wi-Fi connection before attempting the quiz. Wireless Internet is not always as reliable as a wired connection because it can be affected by interference from other devices.
- 6) Do not use your internet browser's "Back" or "Forward" buttons to navigate from one page to another. Use SOUL's built-in navigation features instead.
- 7) During the quiz, do not try to navigate away from the quiz window to visit other web sites, check email, or use messaging or chat. Do not open any other browser windows during the quiz. Be sure your browser is focused only on the quiz.
- 8) Do not close the quiz's browser window during a quiz. Doing this may result in you receiving a score of zero. Only close the browser after you have clicked the **Submit all and finish** button.
- 9) On a timed quiz, the timer will continue to count down even if you close the quiz's browser window. It is not possible to pause the timer and then resume the quiz later. The timer clock for quizzes is located on the SOUL server and it operates independently of the clock on the computer you are using to take the timed quiz. In other words, resetting the clock on your computer will not affect the progress of the timer's countdown.