



## AUD Remote Learning and Examination Guidelines for Students

### A. Courses

As a student, you should abide by the following guidelines:

- Dedicate appropriate time to learning, comparable to a normal day on campus. Even if you are not physically in class, all students are expected to connect to the class at the scheduled time and when not connected it is considered as a regular class absence. Once connected, students are expected to be present for the full class session, as they would in a regular on-campus class.
- Maintain a professional and respectful demeanor in your online classes as you would in a regular, physical classroom.
- Real-time or 'live' class sessions conducted via Blackboard Collaborate Ultra or Zoom require that both faculty and students have their cameras functional for the duration of the class period. Failure to have your camera turned on can result in being marked absent for the class session.
- Check Blackboard and your email regularly for information on courses, assignments, resources daily.
- If you don't understand something related to your courses, ask your instructor.
- If you're having some trouble within your program, reach out to your [Student Advisor](#)
- Identify a comfortable and quiet space to study/learn.
- Remember that it is forbidden for students to record AUD's sessions or take photographs and share them on social media without permission.
  - Any issues relating to this matter will be reviewed by AUD's Conduct Council, which could result in suspension or an Academic Warning.
  - This act is punishable with jail time or a fine under UAE IT laws.
- Engage in all learning with academic honesty.
  - Remember, AUD's code of conduct is still applicable. All academic integrity violation cases will be handled by the University Honor Council according to AUD's policy as outlined in the student handbook.
- Remember that AUD policies outlined in the student handbook are applicable in both e-learning and face-to-face teaching environments.
- Submit all assignments in a timely manner and by stated deadlines.

### B. Online Exams

- Some classes will require online exams. To ensure academic integrity, these exams will be proctored through Respondus Lockdown Browser.
  - Lockdown browser is a simple to use browser add-in to Blackboard that doesn't allow for students to access any websites / tabs/ task keys except that of the exam during the timeslot of the exam.

- Proctoring of online exams also involves use of Respondus Monitor and/or a similar video enabled application such as Zoom.
- Respondus Monitor is an artificially intelligent examination proctor.
  - The Artificial Intelligence component of Respondus Monitor uses a camera to monitor the room in which the student is conducting the exam.
  - Prior to the exam, you will have to film the room in which you are taking the exam including your work set-up. You will be asked to remove unnecessary things on your desktop. You also need to have a clear view of your face (no caps, any kinds of facemasks, anything that can obstruct the view of the instructor).
  - Once the exam starts, any movement and sound will be detected and reported to your instructor for revision.
  - Note: Respondus Monitor requires use of a standalone camera.
  - Respondus Lockdown Browser can be used on Windows, Mac, and iPad devices.
- Zoom
  - Zoom is a video conferencing tool. It can be used in conjunction with the Lockdown Browser. Students should follow any further instructions provided by faculty.
- Students can check the following site further information and instructions on how to use Blackboard Collaborate, Respondus Lockdown Browser and Zoom:  
<https://www.aud.edu/important-official-documents/>

\*A student cannot opt out of turning on the camera when it is required according to the above guidelines. This is in line with AUD's academic integrity guidelines, as well as the UAE's Ministry of Education directive on ensuring academic integrity during distance learning.

C. Final Grades

- Faculty will submit final letter grades for all students at the end of the term.
- 'NP' will be automatically issued for 'F' grades in Spring, Summer and Fall 2020.
- The 'Pass' (P) option is available to students during Spring, Summer and Fall 2020, as per instructions and deadlines provided by the Registrar's Office.
- More information on the P/NP is available here:  
<https://www.aud.edu/important-official-documents/>



**Table of Changes**

<b>Date</b>	<b>Page / Section</b>	<b>Change</b>
1 September 2020	2; Online Exams; Final Grades	Link corrected: <a href="https://www.aud.edu/important-official-documents/">https://www.aud.edu/important-official-documents/</a>