



## NATIONAL OPEN UNIVERSITY OF NIGERIA

University Village, Nnamdi Azikwe Expressway, Jabi, Abuja.

### DIRECTORATE OF EXAMINATIONS AND ASSESSMENT (DEA)

#### **GUIDELINES FOR THE CONDUCT OF VIRTUAL EXAMINATIONS (E-EXAMINATIONS)**

Below is very important information regarding the requirements for participating in virtual examinations. Please take note of the following guidelines:

1. Virtual Examination Policy Acceptance: All students that apply to participate in the virtual examination are required to read and accept the Virtual Examination Policy on virtual examinations. The policy can be found on the following link: <https://dea.nou.edu.ng/node/2>
2. Student sitting for virtual examinations must adhere to all the Rules and Regulations governing all examinations in NOUN.
3. Students who applied for virtual examinations will receive an email containing specific rules and regulations governing the virtual examination. Your login credentials will also be provided in this email. Please review the following important information:
  - A student will be eligible to take the virtual examination only if he/she has paid and done course and examination registration for the semester.
  - The student must have completed Tutor-Marked Assignments (TMAs) 1-3 for the courses he/she wish to take virtual examination on.
  - The Directorate of Examinations and Assessment will determine the examination dates, time and modes.
  - All Virtual examinations will be monitored through Artificial Intelligence (AI) proctoring also, a "Proctor" will be assigned to supervise your exams. Attempting to bypass or cheat this process will be detected by the AI tool, resulting in immediate action against misconduct or even suspension for the entire virtual examination, based on the severity of the violation.
  - Student sitting for virtual examinations must watch the instruction video before initiating the password reset process by visiting: <https://dea.nou.edu.ng/node/122539> and on your Dashboard after login.
  - Note that cybercafés are not permitted as venues for the virtual examination.

- Student sitting for the virtual examinations must ensure they have valid and visible Student ID Card for identification, as entry may be denied without it.
  - ABSOLUTELY NO MOBILE PHONES ARE ALLOWED NEAR YOUR EXAM WORKSTATION. Please adhere to this rule to avoid disqualification.
  - The rules and regulations are reiterated at the conclusion of the instructional video, which is made available to all students. You can access this video on the DEA website: <https://dea.nou.edu.ng/node/122539>
4. Categories of Misconduct: Instances of misconduct are categorized as follows:
    - a. Impersonation Cases
    - b. Consulting External Materials
    - c. Using a Mobile Phone to Cheat
    - d. Collaborating with Others During the Exam
    - e. Leaving the Seat, Camera Blocked, or Face Not Visible During the Exam
  5. Access to Information: Detailed information about the above categories of misconduct is uploaded on the DEA website. You can access this information using the following login details:
    - URL: <https://dea.nou.ng/user>

**Prof. Olugbenga Ojo**

*Director, DEA*

**Cc:** *Vice Chancellor  
Deputy Vice Chancellor (Academic)  
Deputy Vice Chancellor (Administration)  
Deputy Vice Chancellor (TIR)  
Registrar  
Director, Academic Planning  
Director, Learners Support Services  
All Deans  
Director, Management Information System  
All Heads of Academic Departments  
All Marking Coordinators  
All Super Users  
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