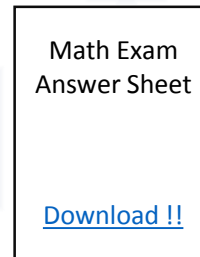
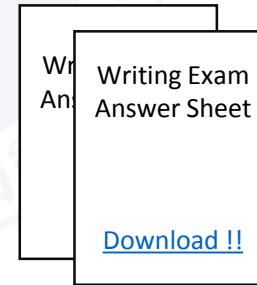




# MUIC Online Examination Guidelines

## Equipment

1. Computer or Laptop
2. Camera, can be a built-in camera on the computer or a separate webcam  
(Camera must be able to manually move to show proctors a 360-degree view of the room, including your tabletop surface before the exam starts)
3. Microphone
4. Stable internet connection
5. 2 [printed answer sheets of \(for Writing Exam\)](#)
6. 1 [printed answer sheet \(for Math Exam\)](#)
7. A plain A4 scratch paper (for Math Exam)
8. A pen
9. A pen corrector
10. A graphing or scientific calculator (for Math Exam)
11. ID card (For Thai) or Passport (For Foreigners)



## Software

1. G-mail account
2. Google Hangouts



Gmail



Google Hangouts



# Before the Exam Date



1. Check list of applicants on MUIC website.
2. Register for G-mail account and Google Hangouts.
3. Fill out the Confirmation Form using the registered G-mail account within **Monday, 8 February 2021 before 9:00 A.M.**



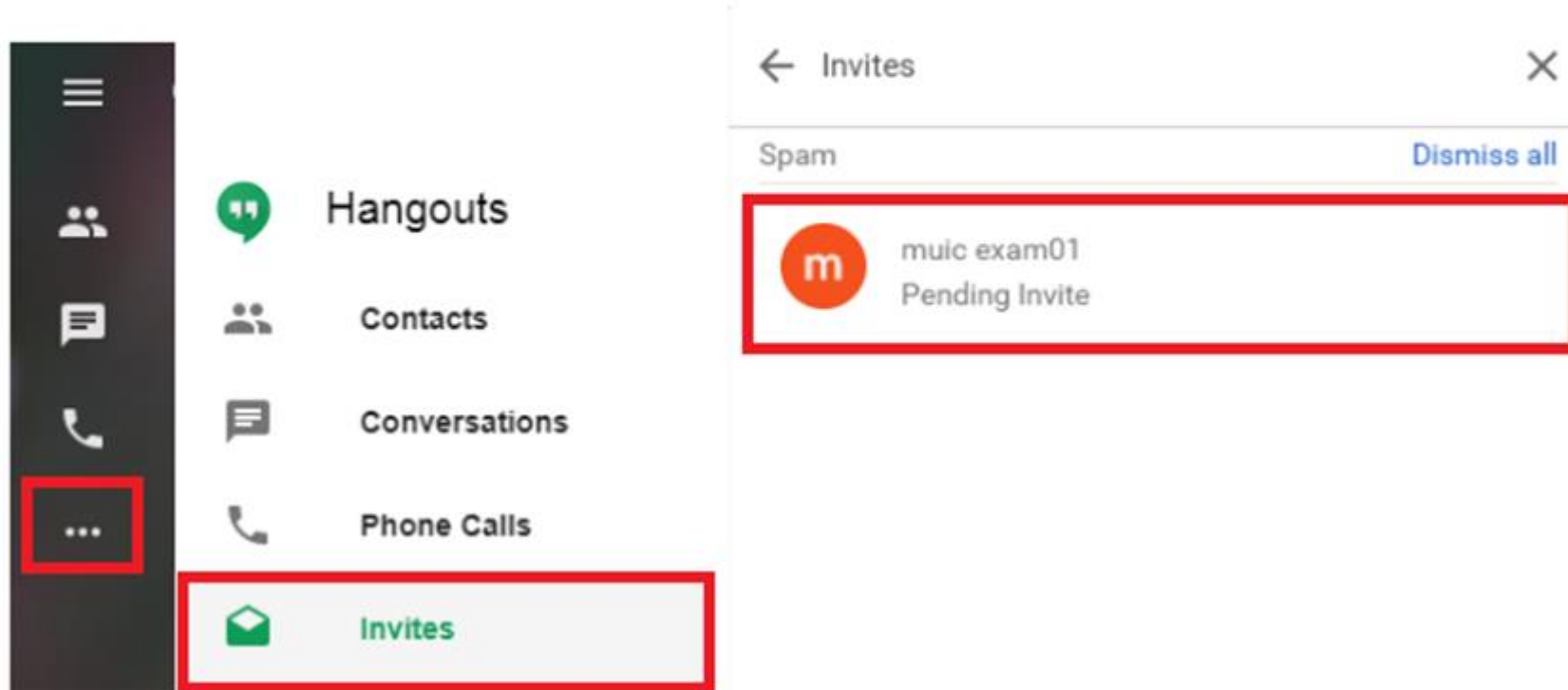
4. Accept MUIC Staff's Invitation on Google Hangouts on **Wednesday, 10 February 2021 in the afternoon.**



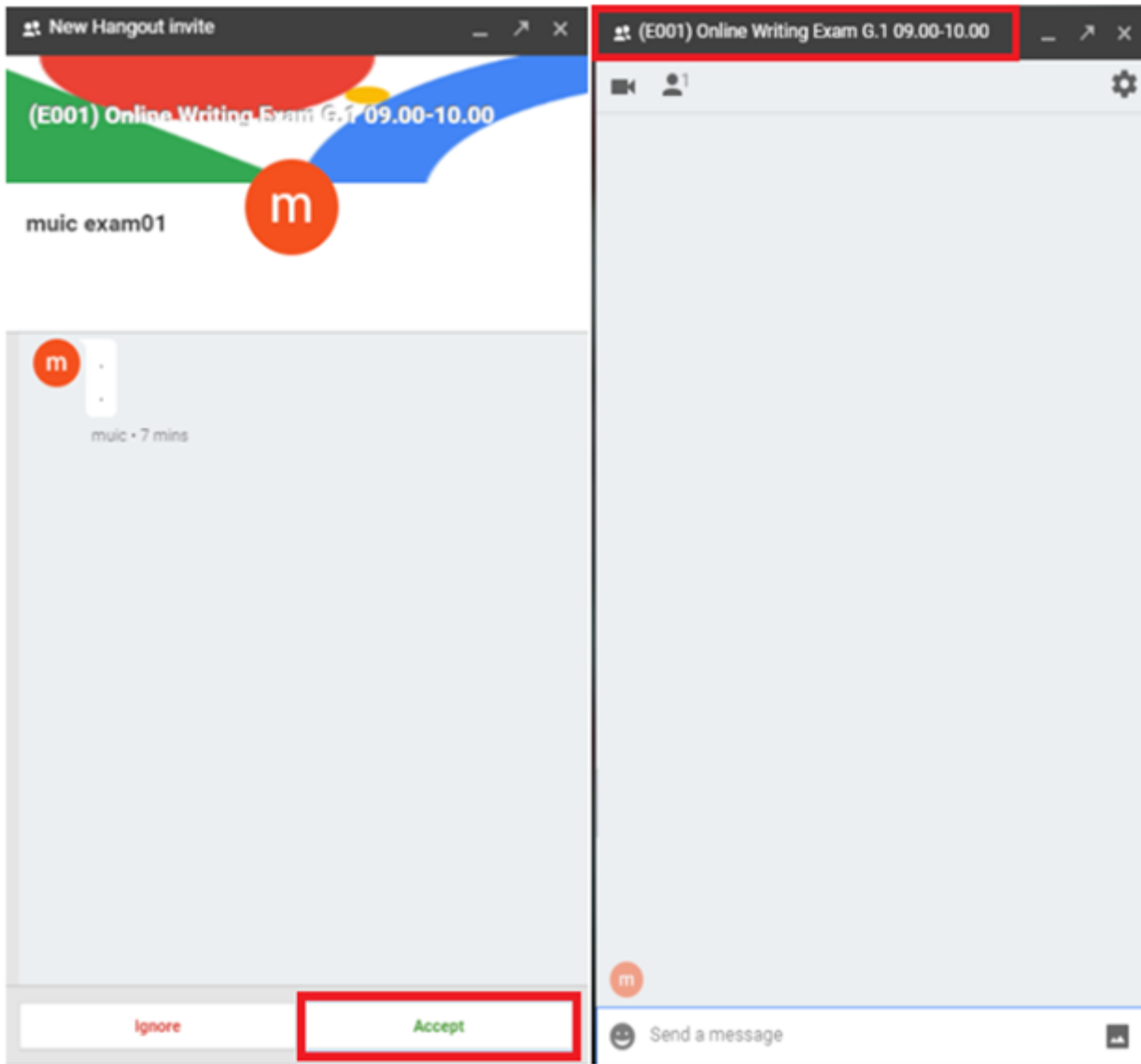
5. You will be added to the “MUIC Online Exam Group”.
6. Read instructions on how to set up your equipments and location.

## How to accept Google Hangouts' Invitation

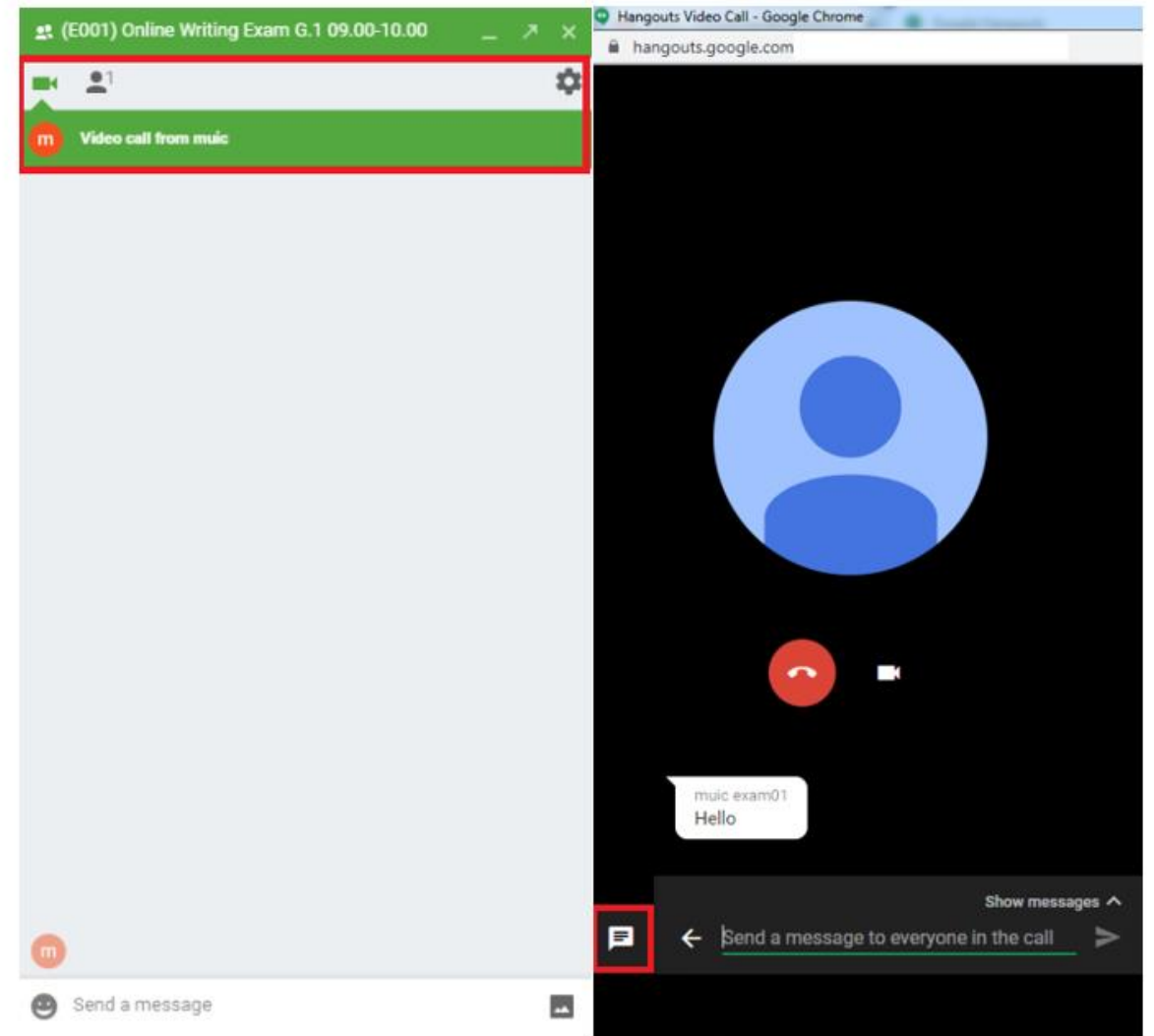
1. Click on “...” then click on “Invites”
2. Click on “Pending Invite” and “Accept”



### 3. Group name will appear on the chat box.



If you have any questions, you can ask staff via chat box.

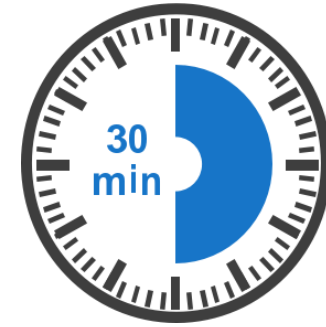


# Equipment and Location Set up

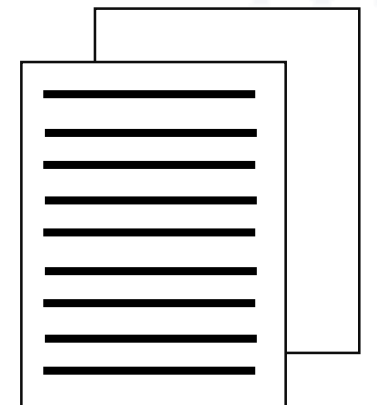


As of 9 Feb 2021

# On the Exam Date



1. Be sure to standby 30 minutes before the exam.
2. Proctor will make a test call to check the set up and equipments.
3. Proctor will explain the online writing and math exam instructions.
4. Once the exam finishes, you are required to take a photo of your answer sheets on every page by mobile phone and submit to proctor's e-mail.



# Terms & Conditions

1. You must be alone in the room with no one else entering and disturbing during the exam.
2. The table top must be clear of all items. Only a printed math exam answer sheet, two printed writing exam answer sheets, a scratch paper, a pen, a pen corrector, a calculator (for math exam) and ID card or passport **are allowed** during the exam.
3. You must be dressed appropriately for your test. You will be monitored via camera by the proctor.
4. You **are not allowed** to go to the toilet during the exam.
5. Mobile phone **is not allowed** during the exam.
6. You **are not allowed** to share the questions and answer sheets with others by any means.

Note:

1. MUIC has the right to change the process of the Online Exam or use other programs. Applicants must check their Gmail regularly. The Admissions office will send all the information to applicants' Gmail account and post it at <http://www.muic.mahidol.ac.th>