



University of Science and Technology of Southern Philippines

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon

Admission and Scholarship Office

GUIDELINES FOR HOME BASED EXAMINATION

Before joining the Webex Meeting

1. Make sure you have two available internet connected gadgets: **LAPTOP or COMPUTER (for taking the exam)** and **android/IOS phone (for WEBEX meeting)**. If these gadgets are not available, choose **ONSITE** mode of exam that will resume until further notice (once the IATF for COVID-19 guidelines permit).
2. Ensure a **strong and stable** internet connection. This is the **primary** requirement before proceeding to the examination.
 - Check your gadgets' signal by looking at the setting menu. If your signal indicates WEAK to FAIR signal, move to a better location.
 - If the signal does not improve after changing location, **DO NOT ATTEMPT TO JOIN** the meeting nor proceed to the examination. Inform the admission office for a reschedule of exam or choose ONSITE mode if IATF for COVID-19 guidelines permit.
 - Check the battery of your gadgets to ensure connection throughout the entire examination period. You are not allowed to charge or change batteries when the examination starts.

3. Download Cisco Webex Meetings (Cisco Systems, Inc.) application in Google Play/App Store on your android/IOS phone.



4. LOG IN to **Webex** meeting **1 hour** before the exam starts. The admission staff gives the orientation at **exactly 20 minutes before the scheduled time**. Hence, late examinees will not be admitted and advised to reschedule. **Webex meeting ID and password** are provided in the exam permit sent via your registered email.
5. Use your **OWN** Webex account using your **COMPLETE NAME**. Otherwise, you will not be admitted by the admission staff to join the meeting if your complete name is not displayed as your Webex account name. Refer to the list of examinees that will be posted in our Facebook page (USTP Admission and Scholarship Office) for the accepted pooling ID. Make sure you do this before examination as this may create technical problems and will disable you from accessing USTAT. In case you receive an acceptance letter notifying you of your examination but you cannot find your name on the listed test takers, please contact the admission office.
6. Situate yourself in a quiet and well-lighted environment.
 - Look for a suitable angle where everything surrounding you can be monitored once the admission staff or proctor asks you to rotate the camera for monitoring.



- Stay away from any source of noise that would distract you and the other takers (siblings, sound system, dogs, rooster, etc.).
- **IMPORTANT REMINDER:** Ensure that you are **ALONE** while taking the exam. Other persons seen in the vicinity of your examination area can be considered as a ground for review and validation of your exam.

Joining the Webex Meeting and Preparing for Examination

1. Refrain from unnecessary activities (e.g. talking, singing, personal care) while in webex meeting.
2. CAMERA and gadgets should not be turned on and off while in session. Please take note that once your camera blacks out for one minute, you will be advised to adjust your gadgets. If there is no improvement after adjustment is made, you will be removed from the Webex monitoring and you cannot proceed with the examination as this **will be terminated or considered void**.
3. Access USTAT platform at **ustat.ustp.edu.ph**. Use username and password sent by the admission staff on the day prior to your exam schedule.
4. Listen carefully to the instructions given during the orientation. If you experience technical problems, immediately inform the admission staff/proctor so your problem can be addressed. Again, when your internet connection does not warrant strong and stable connection (lagging gadget, on/off connection), you will be advised for a **reschedule only once**.

On taking the examination

1. Use **laptop in taking the exam and android/ios phone for Webex monitoring**. Do not mute your microphones and do not turn off your video camera. This will enable us to have complete monitoring of your activity.
2. Access the trial exam before proceeding to the main exam. Please be advised that those who will have difficulty accessing the trial exam will be advised for a reschedule as this may indicate a possible problem in accessing the main exam.
3. Stay in your place for the entire duration of the exam. You are not allowed to stand or do unnecessary activity when the orientation begins.

4. Make sure the android/ios phone for Webex monitoring is in place for the entire period. Once your camera is turned off for one minute, you will be given a warning. Also, if internet connection will be lost in the middle of the examination, you will be expelled from the Webex monitoring and will be advised to contact the admission office (856-1738 local 125) to settle examination problems during office hours (Mondays to Fridays from 8:00 AM to 5:00 PM).
5. Any form of recording of examination (screen capture, taking picture, cctv recording, etc.) is strictly prohibited and is subject to DATA PRIVACY ACT .
6. If one of the guidelines is not met, your examination is subject for review and validation by the admission office.
7. If after reviewing all the guidelines, you choose to proceed with the homebased examination, you hereby bound yourself to agree to the terms and conditions set for this type of exam.
8. Any form of cheating or false representation will automatically nullify application and permanently disbar the applicant from any level of study in the university.

FOR YOUR GUIDANCE.