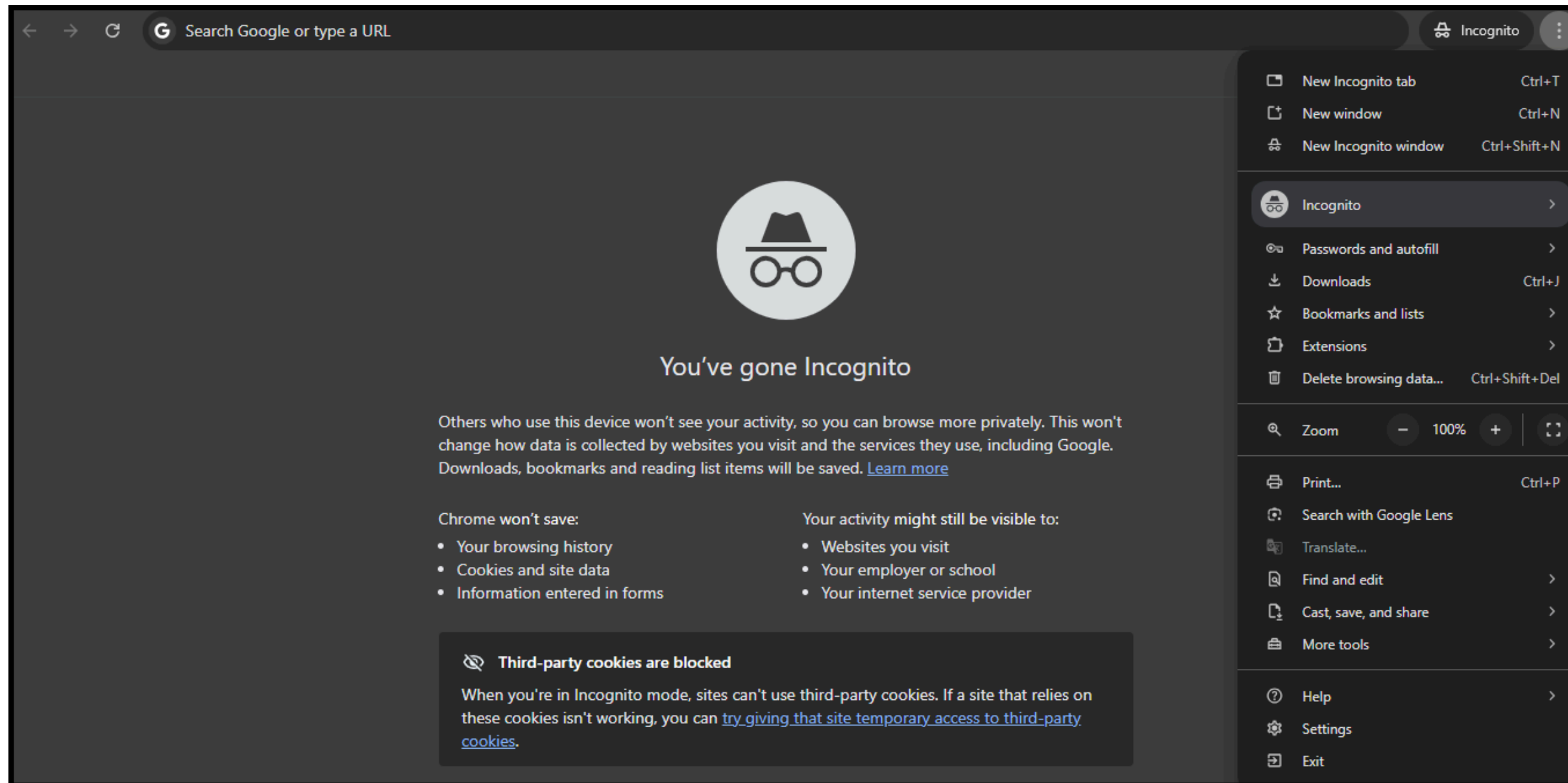


PROFESSIONAL AND CONTINUING EDUCATION CENTRE (PACE), UNIVERSITI UTARA MALAYSIA

**USER'S MANUAL
UUM ODL ONLINE EXAM**

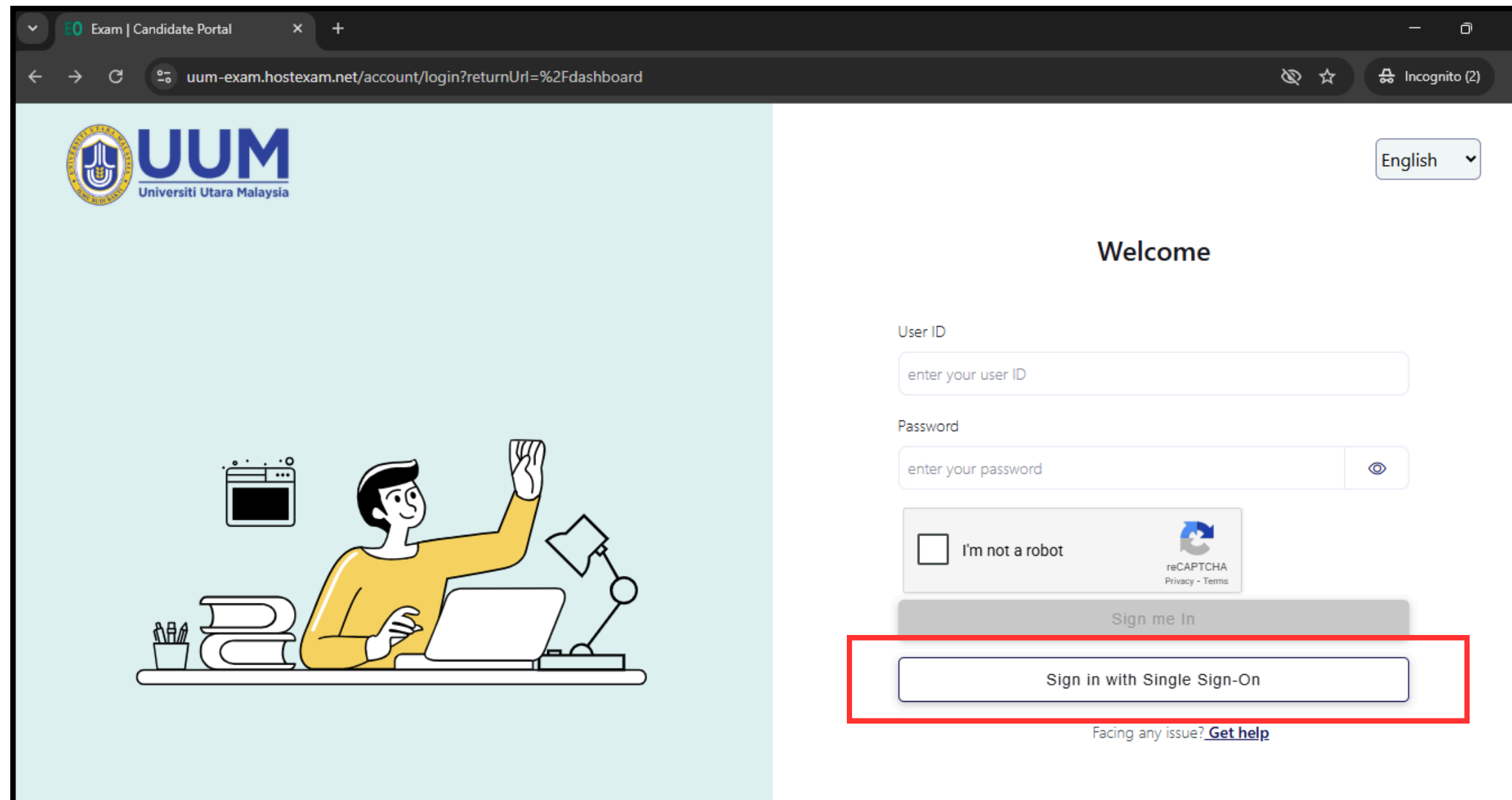
uum-exam.hostexam.net

Step 1



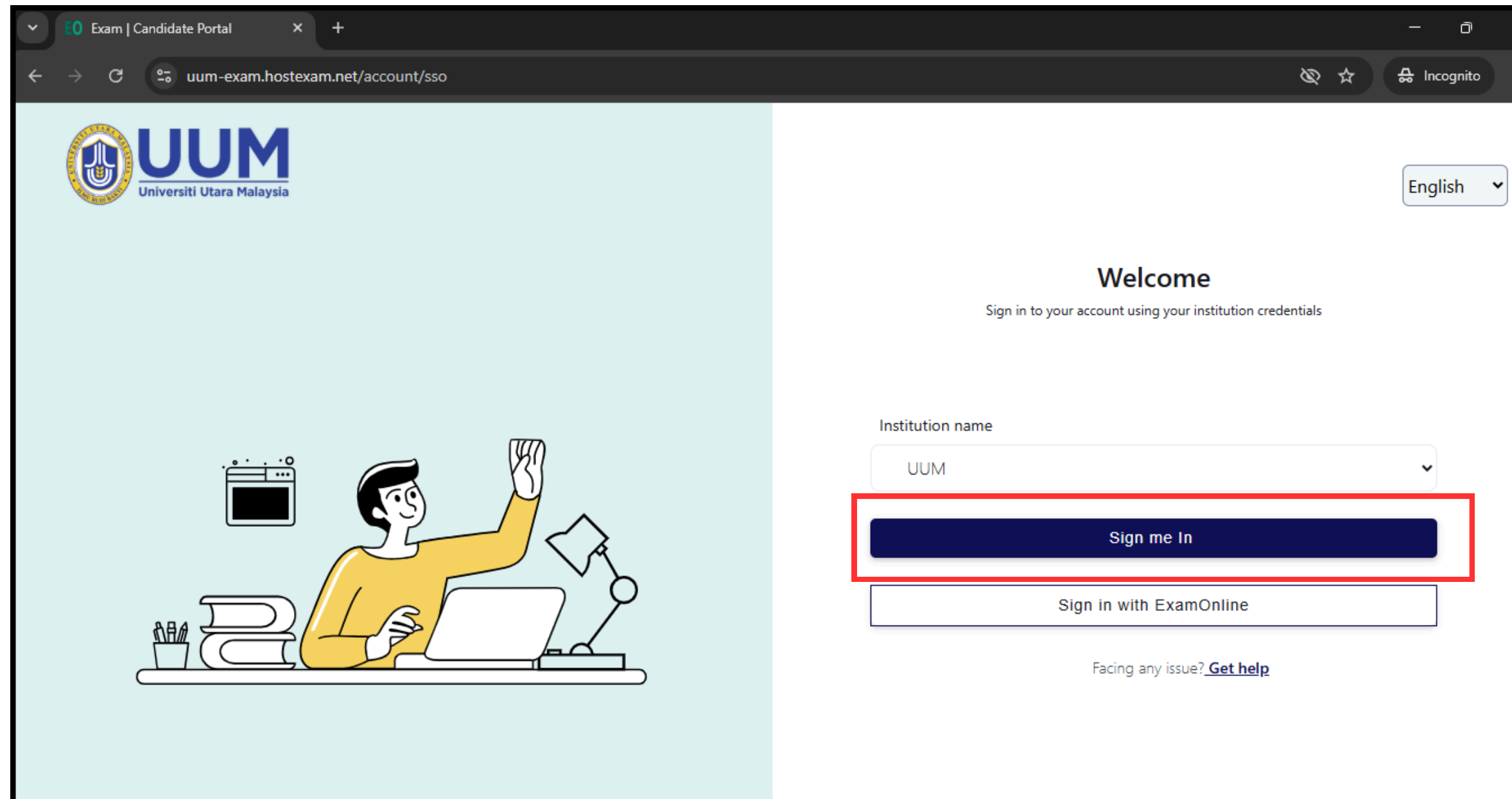
Turn on Incognito Mode on Chrome

Step 2



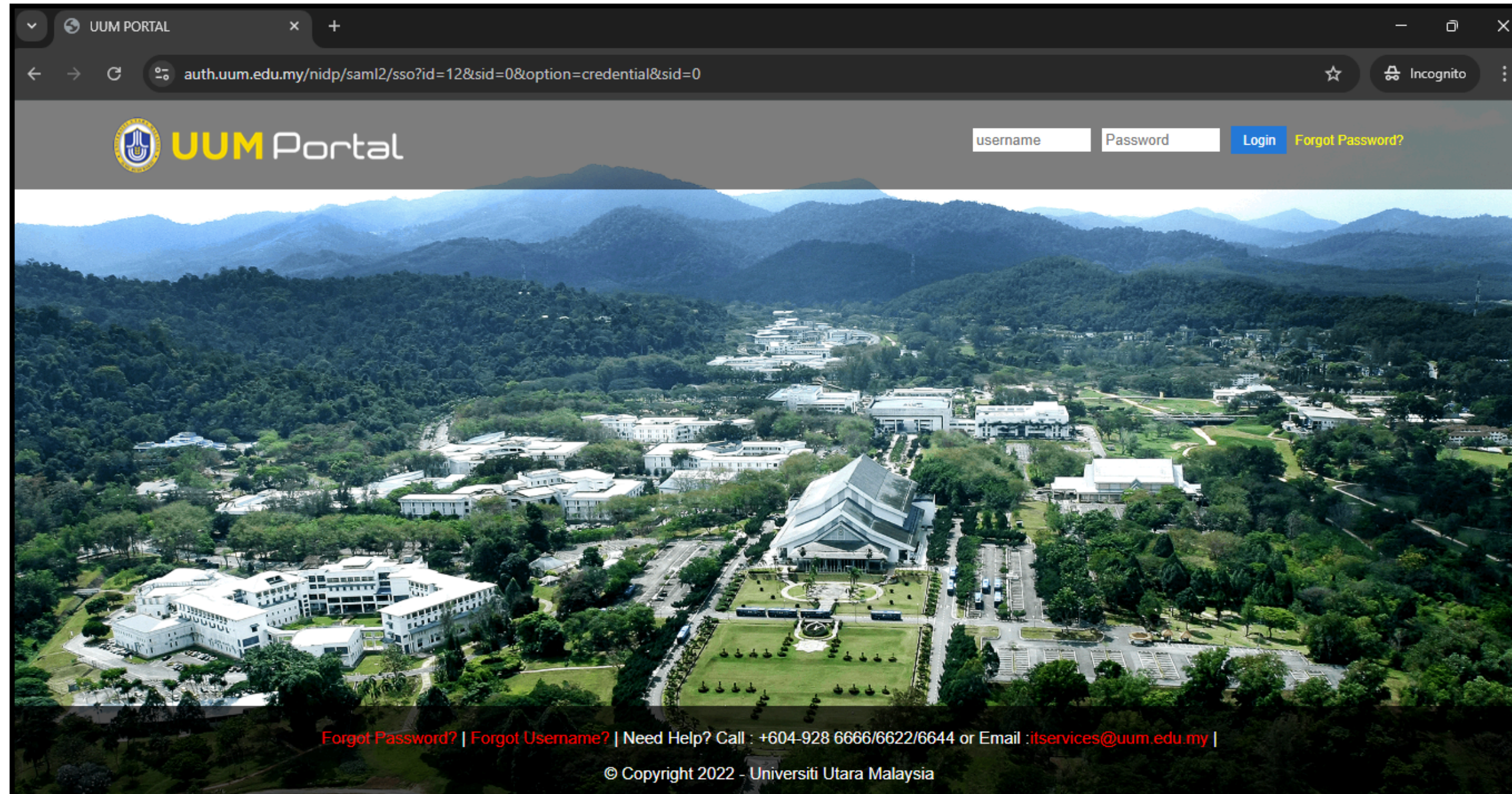
Access the exam system via **uum-exam.hostexam.net** and click on 'Sign-in with Single Sign On'

Step 3



Let the Institution Name 'UUM' and click on 'Sign me in'

Step 4



Enter Username and Password then click Log In

Step 5

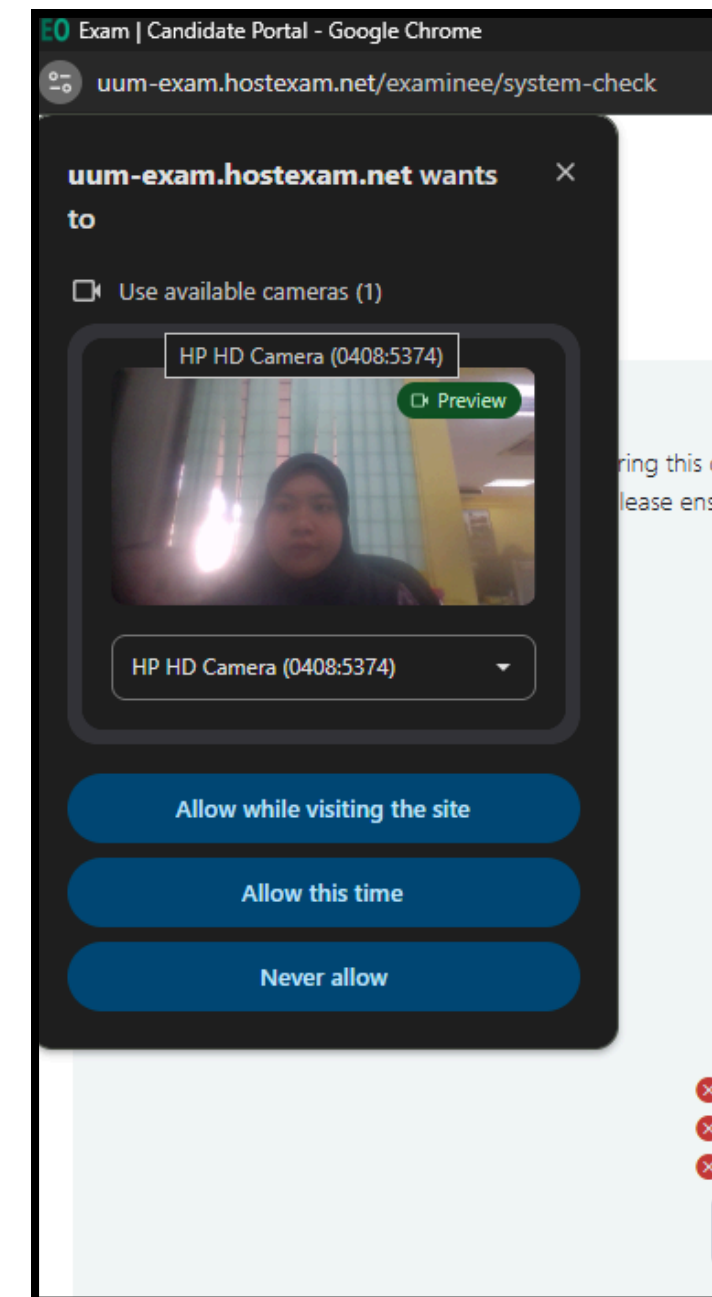
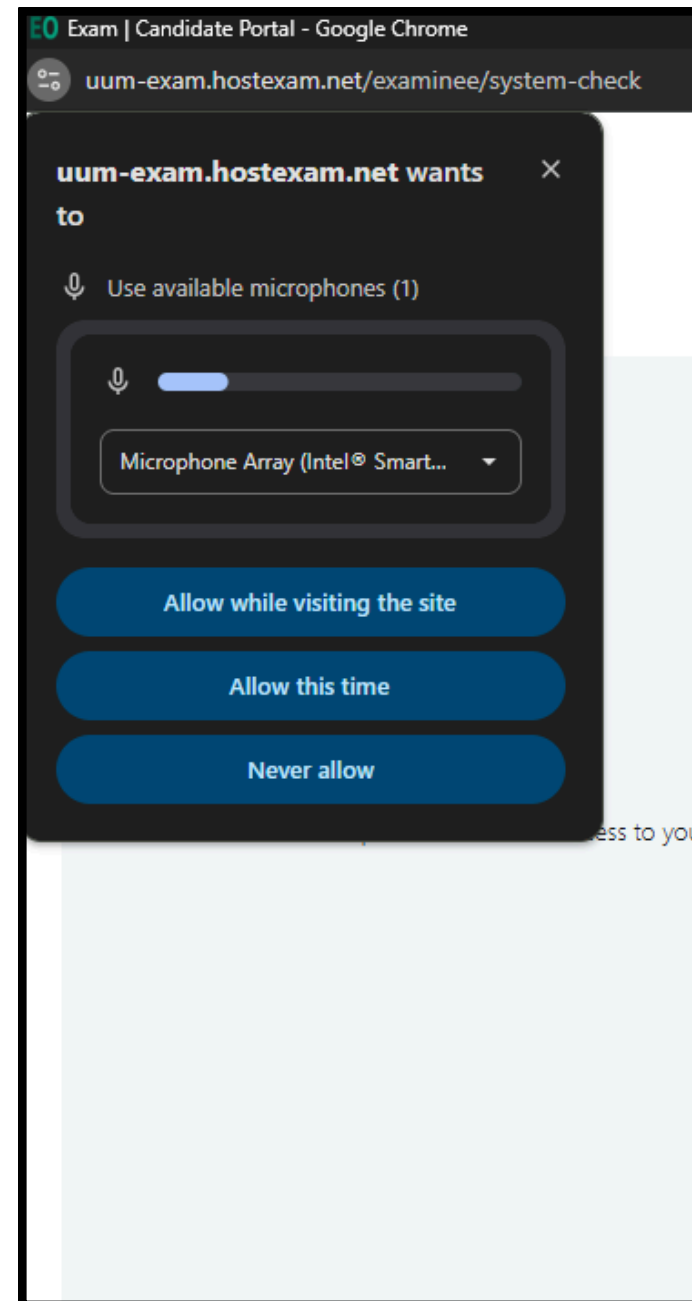
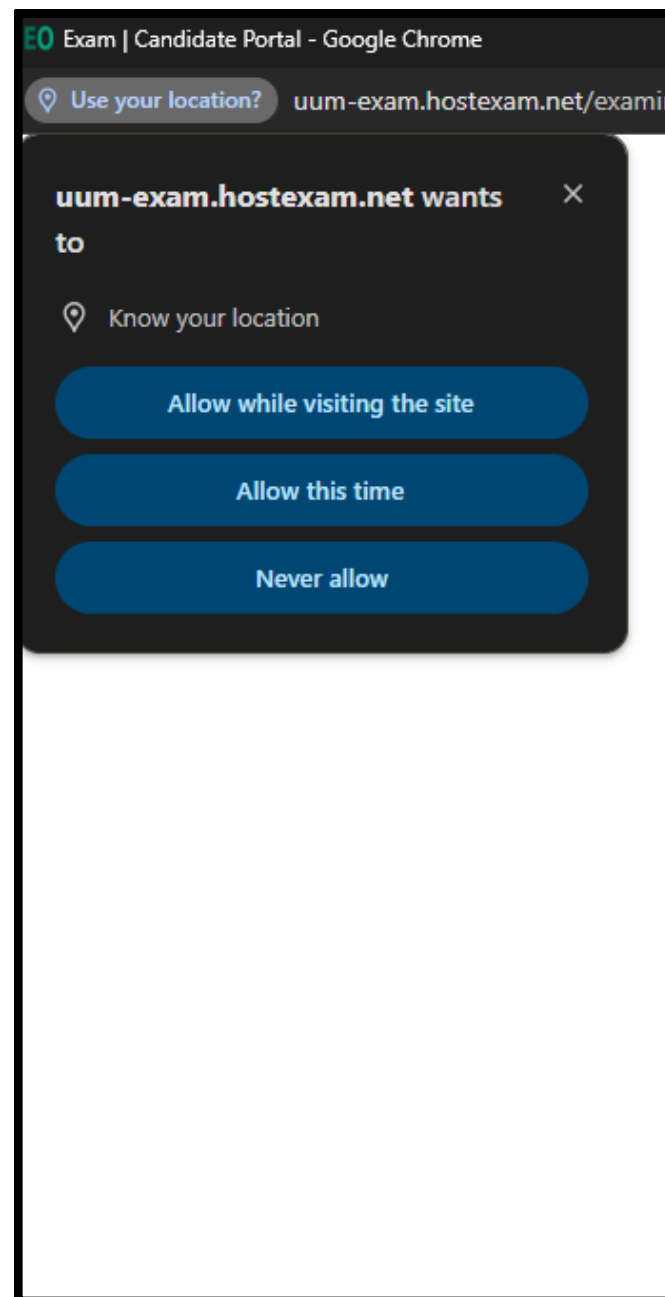
The screenshot shows a web browser window with the URL `uum-exam.hostexam.net/dashboard`. The page header includes the UUM logo, a location dropdown set to "(UTC+08:00) Kuala Lumpur, Singapore", and a language dropdown set to "English".

The main content area is divided into two sections:

- Scheduled Exams:** A card for "MOCK EXAM 1 JO251" with a duration of 30 minutes. It lists active dates from 18 Jan, 2026 (8:45 AM UTC+08:00) to 19 Jan, 2026 (12:00 PM UTC+08:00). A blue "Start" button is highlighted with a red border.
- Past Exams:** Two cards for "Mock Demo Proctor" and "Mock Demo Proctor 2", both completed on 8 Jul, 2025.

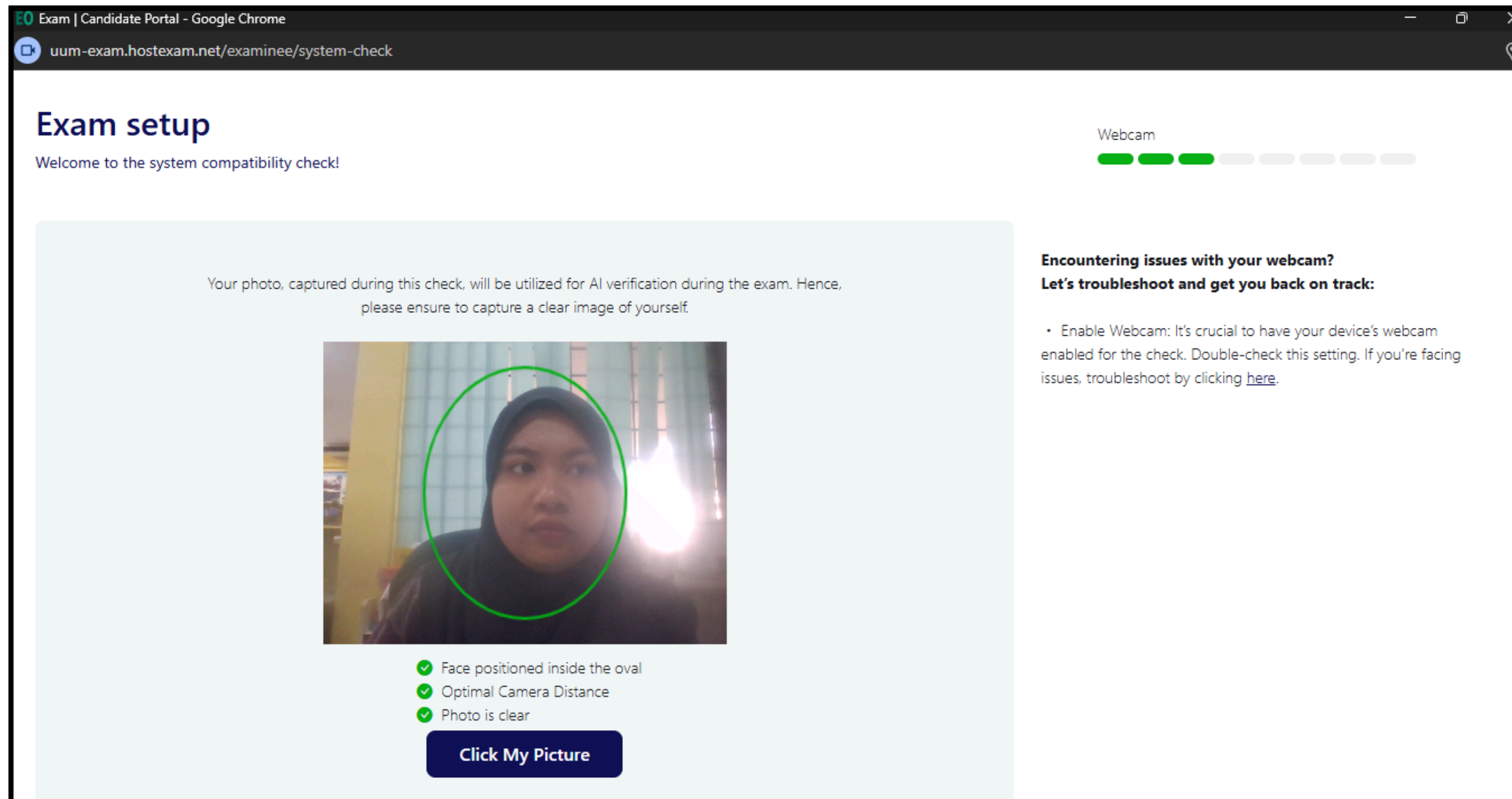
Choose your exam session and click 'Start'

Step 6



Allow permission for location, microphone and camera

Step 7



The screenshot shows a web browser window with the address bar displaying "uum-exam.hostexam.net/examinee/system-check". The page title is "Exam | Candidate Portal - Google Chrome". The main heading is "Exam setup" with a sub-heading "Welcome to the system compatibility check!".

On the right side, there is a "Webcam" status indicator consisting of a progress bar with three green segments and four grey segments.

The central area contains a light blue box with the text: "Your photo, captured during this check, will be utilized for AI verification during the exam. Hence, please ensure to capture a clear image of yourself." Below this text is a video feed of a person's face. A green oval is drawn around the face in the video feed. Below the video feed, there are three green checkmarks with the following text: "Face positioned inside the oval", "Optimal Camera Distance", and "Photo is clear". A dark blue button labeled "Click My Picture" is positioned below the checkmarks.

On the right side of the page, there is a section titled "Encountering issues with your webcam?" with the sub-heading "Let's troubleshoot and get you back on track:". Below this, there is a bullet point: "• Enable Webcam: It's crucial to have your device's webcam enabled for the check. Double-check this setting. If you're facing issues, troubleshoot by clicking [here](#)."

Finish your exam setup until your face is fully captured (oval turned to green colour)

Step 8

here.'"/>

Exam | Candidate Portal - Google Chrome

uum-exam.hostexam.net/examinee/system-check

Exam setup

Welcome to the system compatibility check!

ID Snapshot

Your Identity document, captured during this check, will be utilized for the purpose of authorization in the subsequent steps. Hence, please ensure to capture a clear image of your Identity document.

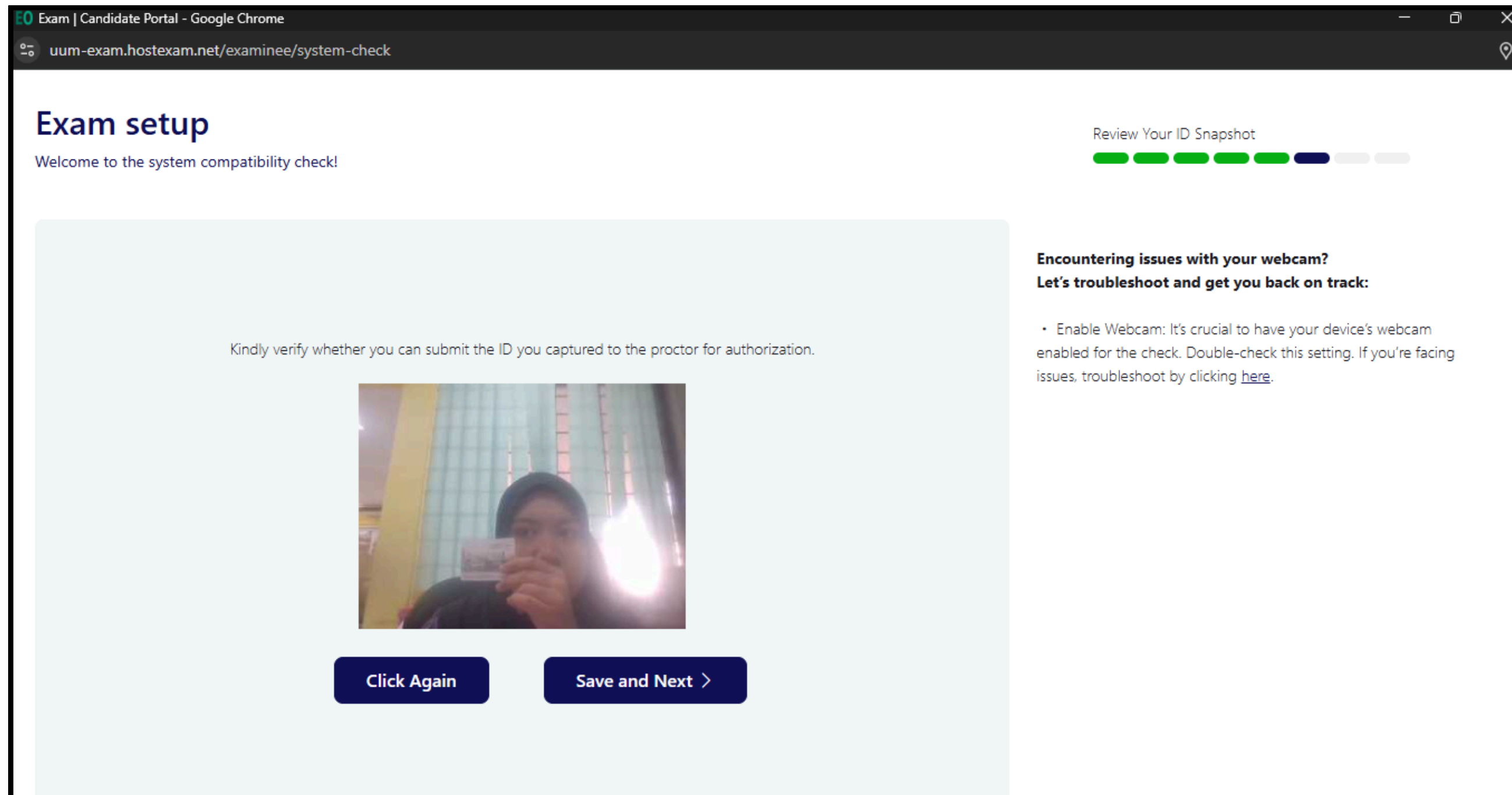
Capture My ID

Encountering issues with your webcam?
Let's troubleshoot and get you back on track:

- Enable Webcam: It's crucial to have your device's webcam enabled for the check. Double-check this setting. If you're facing issues, troubleshoot by clicking [here](#).

Capture your ID by holding MyKad/UUM Digital ID/Driving License

Step 9

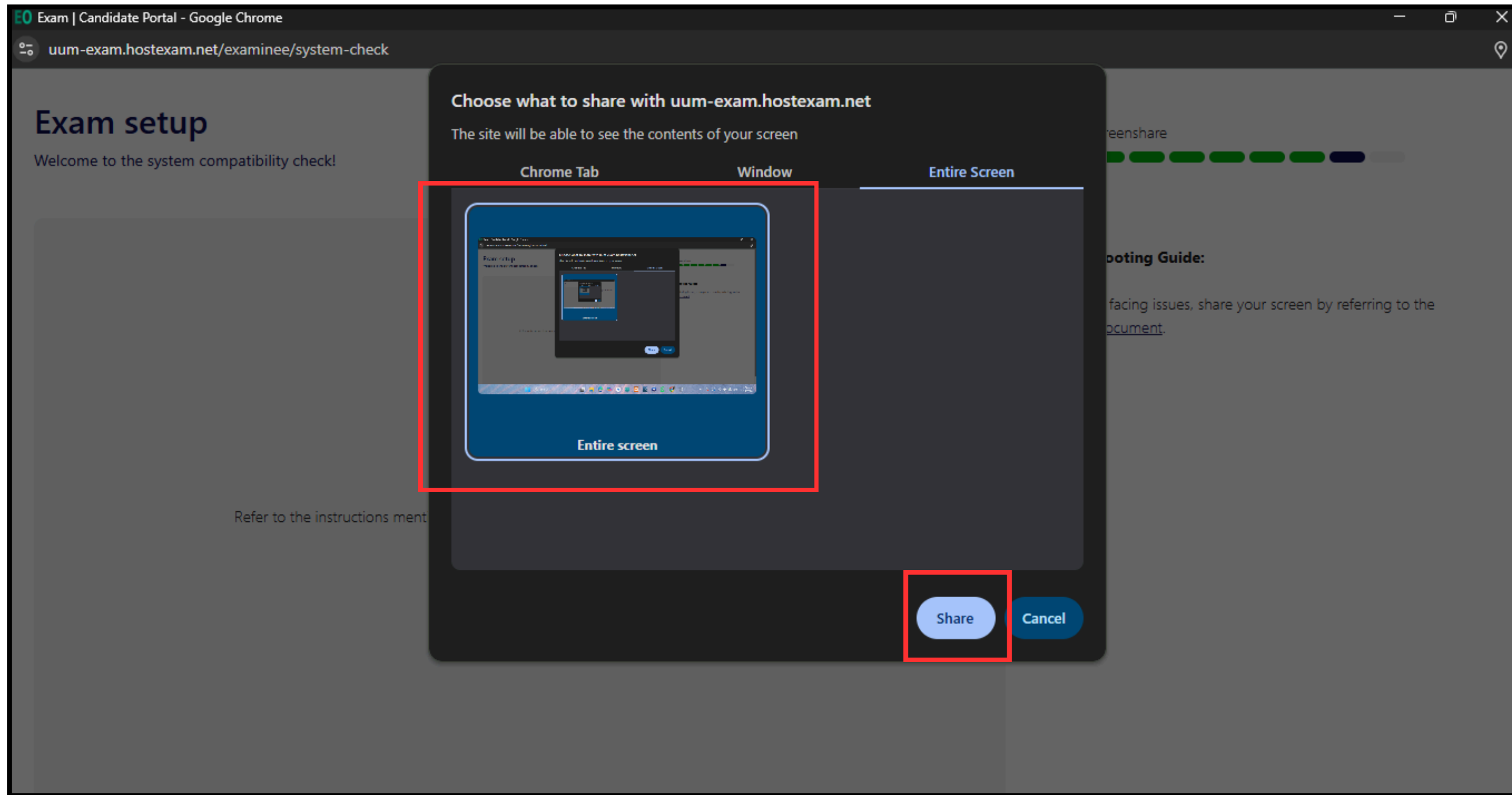


The screenshot shows a browser window titled "Exam | Candidate Portal - Google Chrome" with the URL "uum-exam.hostexam.net/examinee/system-check". The page content includes:

- Exam setup**
Welcome to the system compatibility check!
- Review Your ID Snapshot**: A progress indicator with 8 colored segments (5 green, 1 dark blue, 2 grey).
- Kindly verify whether you can submit the ID you captured to the proctor for authorization.**
- Webcam Troubleshooting**:
 - Encountering issues with your webcam?**
 - Let's troubleshoot and get you back on track:**
 - **Enable Webcam:** It's crucial to have your device's webcam enabled for the check. Double-check this setting. If you're facing issues, troubleshoot by clicking [here](#).
- Image Capture Area**: A video feed showing a person holding an ID card in front of their face. Below the video are two buttons: "Click Again" and "Save and Next >".

Capture your ID by holding MyKad/UUM Digital ID/Driving License. Click 'Save and Next'

Step 10



Share your screen by sharing your 'Entire Screen' and click 'Share'. Make sure your browser is empty and no other windows except the exam system

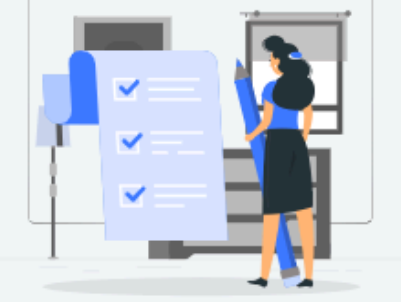
Step 11

Exam | Candidate Portal - Google Chrome

uum-exam.hostexam.net/examinee/system-check

Exam setup

✔ All Done



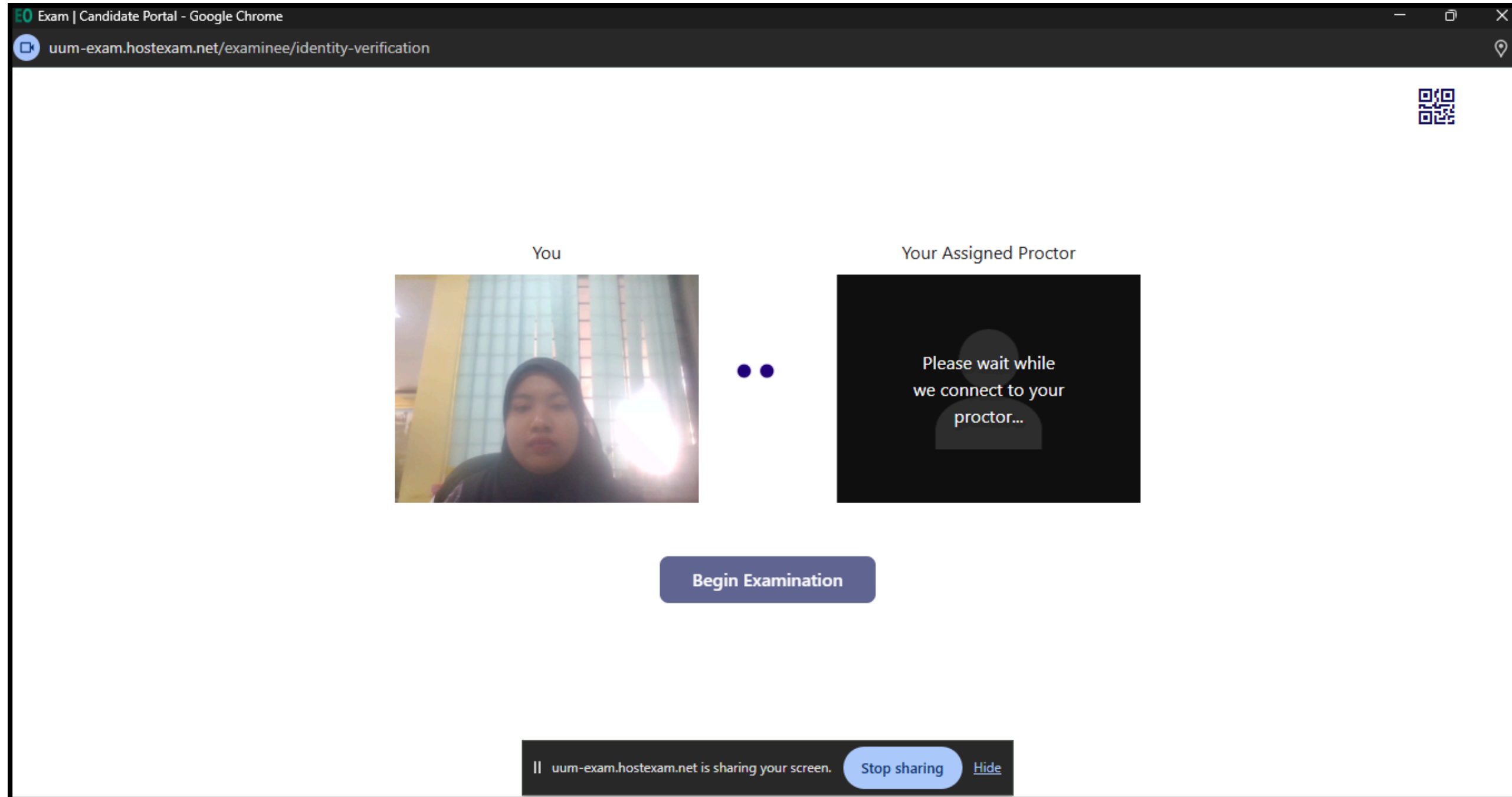
Your device is all set for the online proctored exam.
Let's initiate the authorization process.

Continue

uum-exam.hostexam.net is sharing your screen. Stop sharing Hide

Don't hide the screen and click 'Continue'

Step 12



Wait for approval from proctor and once approved, click 'Begin Examination'

Step 13

The screenshot shows a web browser window with the URL `uum-exam.hostexam.net/examinee/exam-instructions`. The page is titled "Examination Instructions". On the left, there is a user profile section with a circular profile picture of a woman, the name "Nur...", and a Unique ID "920...". Below this, the "Exam End Time" is listed as "Jan 19, 2026, 12:00 PM". The main content area contains the following text:

penyerahan.

Panduan Semasa Peperiksaan

11. Elakkan menavigasi keluar dari halaman Peperiksaan. Percubaan untuk menavigasi keluar akan mengakibatkan **PENAMATAN** daripada Peperiksaan dengan skor **SIFAR (0)**.

12. Jika anda menghadapi sebarang masalah teknikal, hubungi Pasukan Teknikal UUMIT seperti di bawah:

E-mel: itservices@uum.edu.my
Telefon: 04-928 6666/6644/6622/016-4710342

SELAMAT MAJU JAYA

I have thoroughly read and understood the Universiti Utara Malaysia Examination Regulations (PPUUM) and Universiti Utara Malaysia (Discipline of Student) Rules 1999 (KTTUUM), with particular attention to Rules 7 and 8. I acknowledge that if I am found to have violated any of the aforementioned rules or procedures, I may face disciplinary action as outlined in Rule 4 (b) of the Rule 48 of the KTTUUM

A red box highlights the "Begin Examination" button at the bottom center of the page.

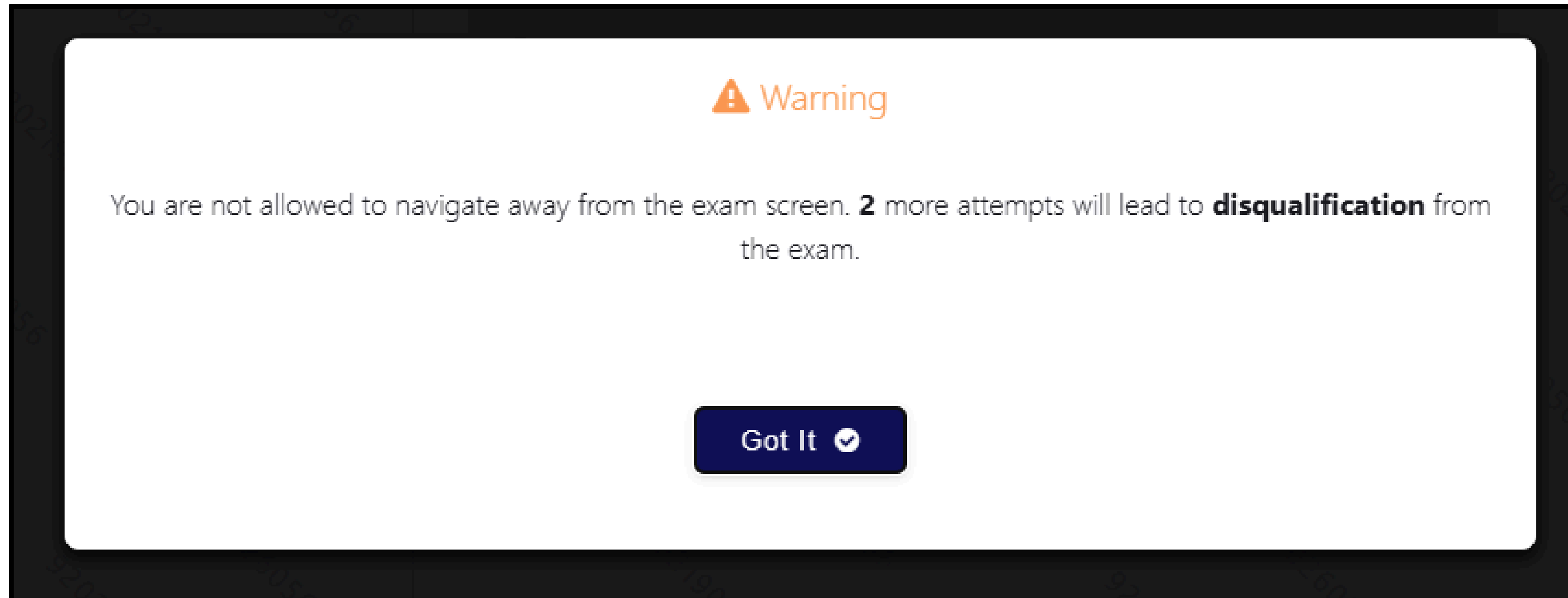
Read all the exam instructions and click 'Begin Examination'

Step 14

The screenshot displays an online exam interface. At the top left, there is a profile picture and the text "MOCK EXAM 1 JO251" and "920219026056". A timer at the top center shows "00:29:51". A red-bordered box highlights a warning message: "Candidate is looking away from the screen". Below this, a black sharing alert from "uam-exam.hostexam.net" is visible with "Stop sharing" and "Hide" buttons. The main content area shows "QUESTION 1 of 20" worth "1.00 Marks". The question text is: "Jika cukai pendapatan meningkat, pendapatan boleh guna akan menyebabkan keluk permintaan agregat (AD) _____". There are four multiple-choice options: "berkurang, beralih ke kiri", "bertambah, beralih ke kiri", "berkurang, beralih ke kanan", and "bertambah, beralih ke kanan". On the right side, there is an "Attempt Summary" section with a dropdown arrow, a "MULTIPLE CHOICE QUEST..." header, and numbered question indicators (1-8). Below these are buttons for "TRUE FALSE QUESTION", "SHORT ANSWER QUESTI...", "ESSAY QUESTION", and "FILE UPLOAD QUESTION". At the bottom, there are buttons for "Clear Response", "Mark For Review", "Previous", "Next", and "Submit Exam".

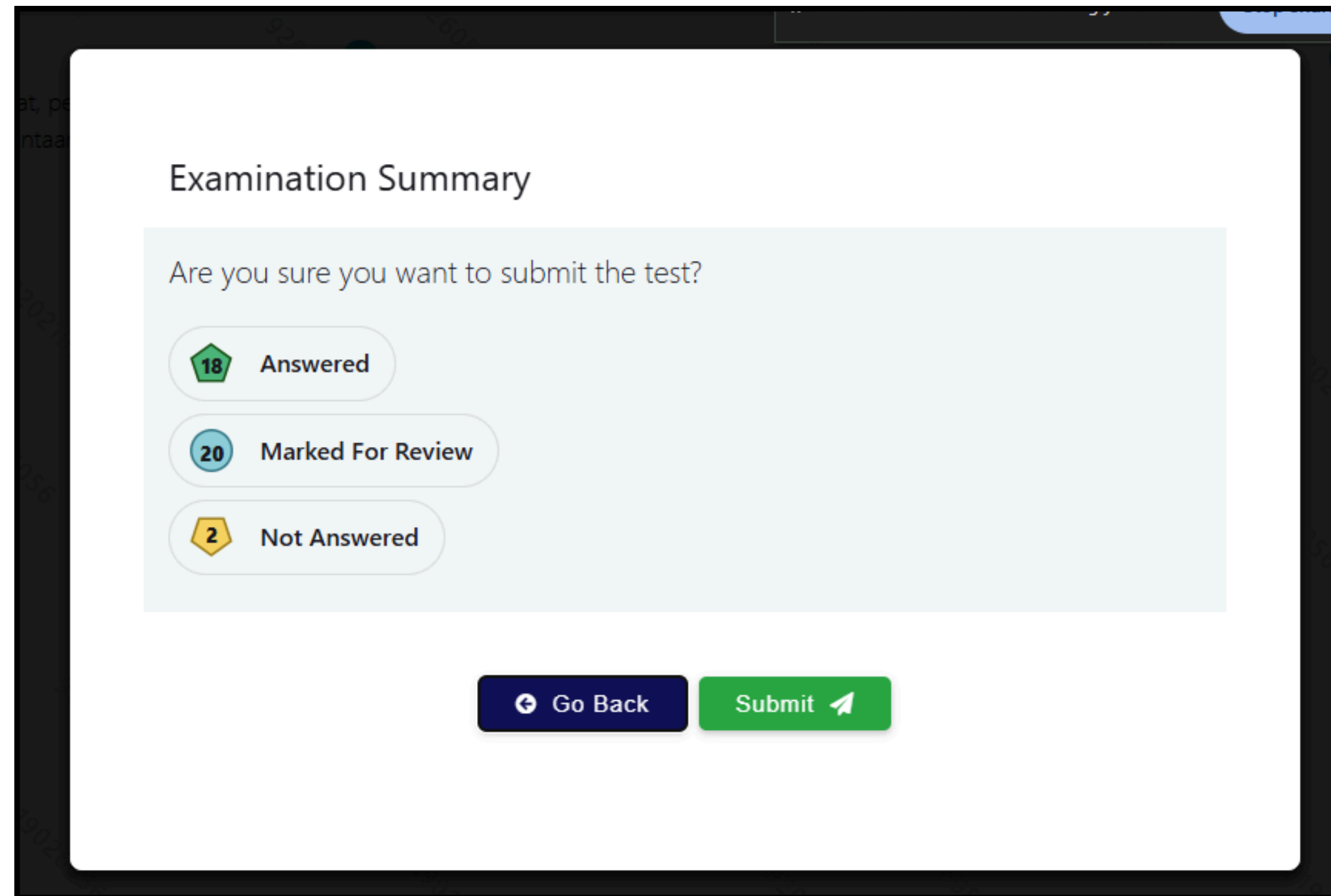
Answer all the questions and the alert will appear if user navigate away from exam page

Step 15



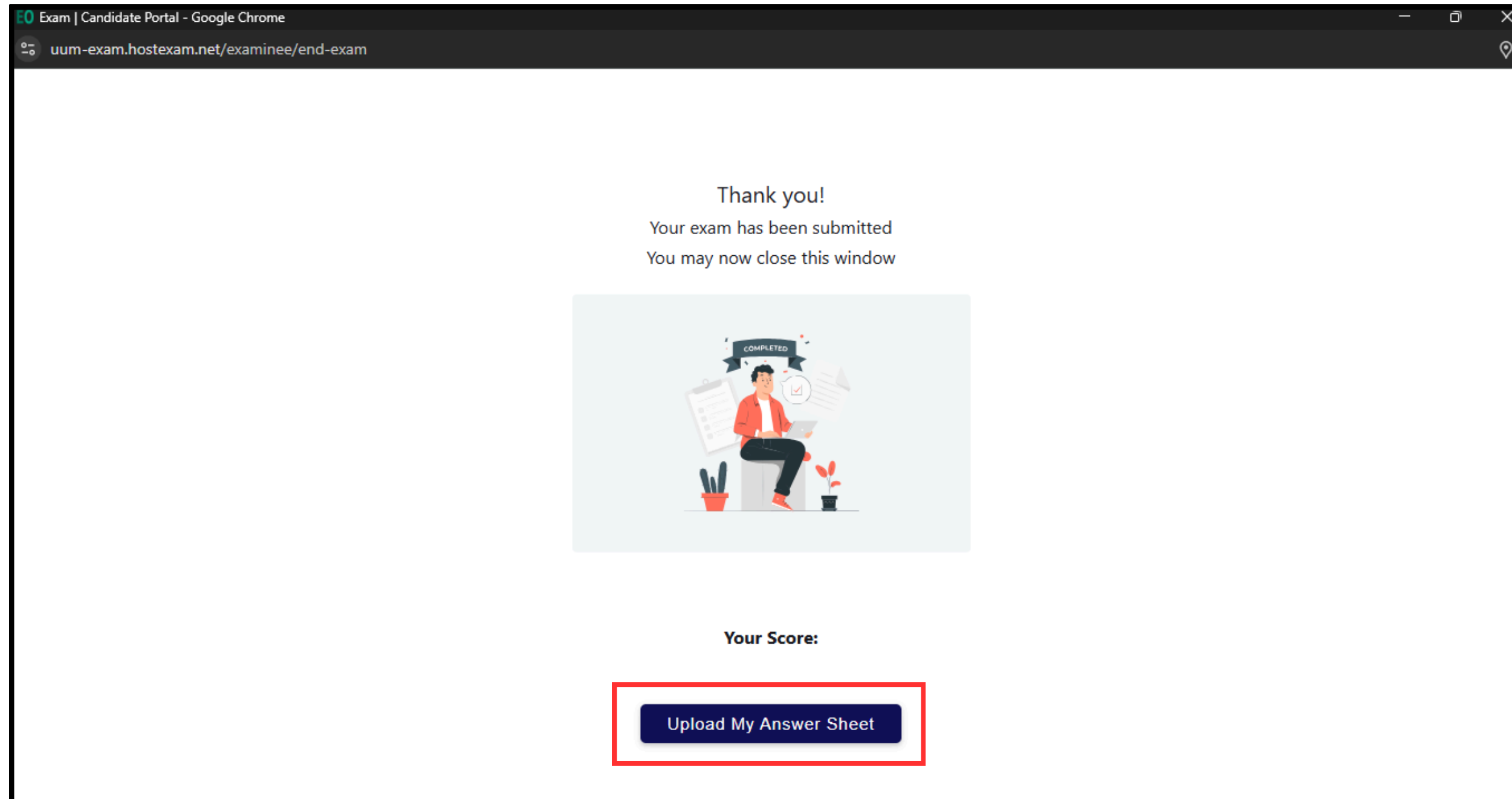
Warning will appear 3 times and user will be terminate from exam session if more than 3 times warning appear

Step 16



Answer all the questions and for 'File Upload' section, submit at the end of session.
Submit the exam (save your answer file for future uploading)

Step 17



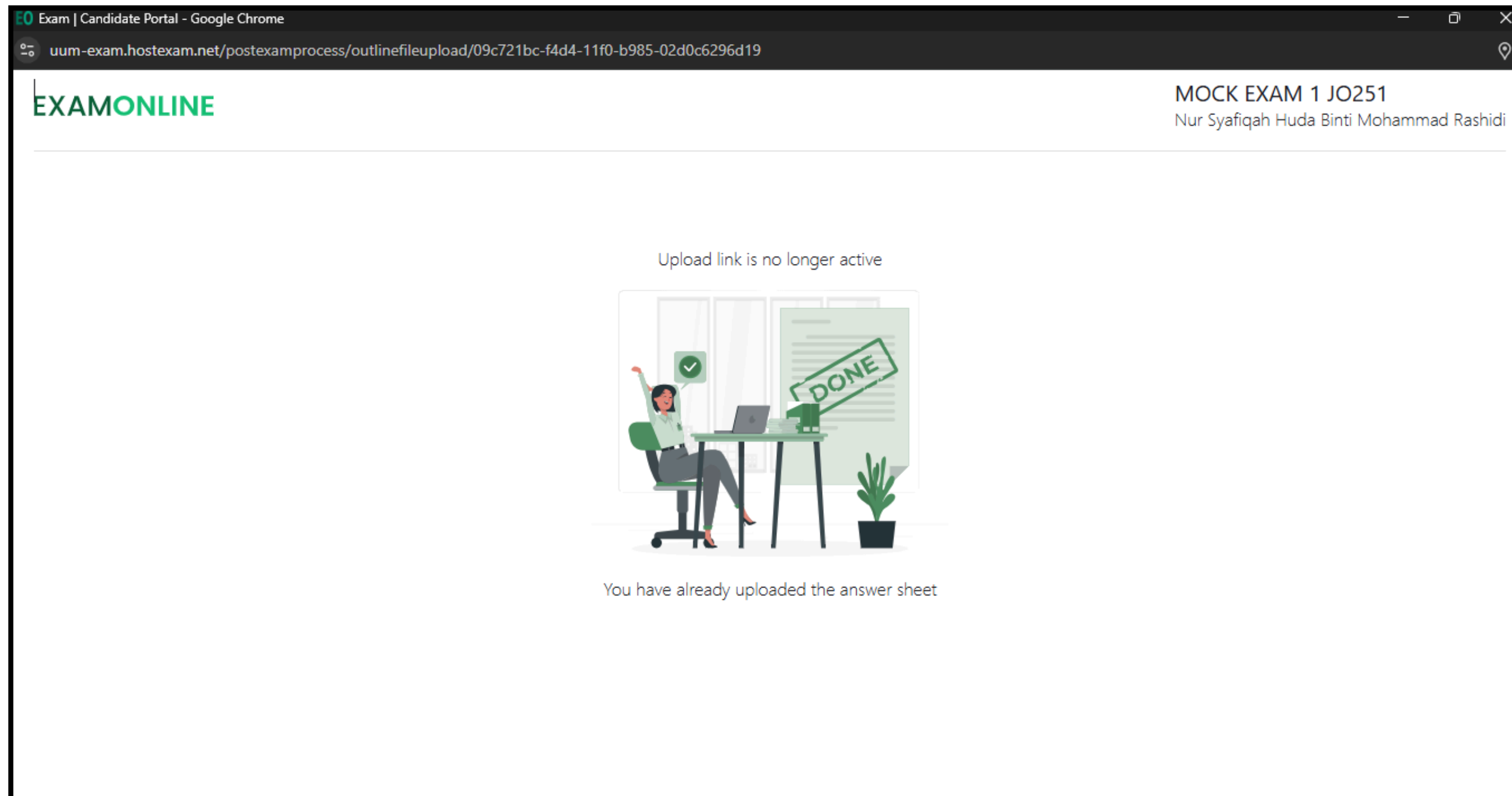
Once the exam is submitted, click on 'Upload My Answer Sheet' for file upload questions

Step 18

The screenshot shows a web browser window titled "Exam | Candidate Portal - Google Chrome" with the URL "uum-exam.hostexam.net/postexamprocess/outlinefileupload/09c721bc-f4d4-11f0-b985-02d0c6296d19". The page header includes the "EXAMONLINE" logo, a timer at "00:27:14", and the user name "MOCK EXAM 1 JO251 Nur Syafiqah Huda Binti Mohammad Rashidi". A note states: "Note: Upload your answer sheets before the link expires. You will not be able to access it after expiration." Below the note are two question cards, Q-1 and Q-2. Each card displays a green checkmark, a document icon, "File size: 10MB", and "File type: JPEG, PNG, PDF". A red box highlights the "Upload again" buttons on both cards. At the bottom center, a green "Finish uploading" button is also highlighted with a red box.

Upload your answer based on questions and click 'Upload Answer' in JPEG, PNG or PDF format within 30 minutes then click 'Finish Uploading'

Step 19



Once the uploading is done, the upload link will be no longer active

Step 20

The screenshot shows a web browser window with the URL `uum-exam.hostexam.net/dashboard`. The page header includes the UUM logo, a location dropdown set to "(UTC+08:00) Kuala Lumpur, Singapore", and a language dropdown set to "English". A user profile dropdown menu is open, displaying the user's name "Nur Syafiqah Huda Binti Mohammad Rashidi" and ID "920219026056". The "Sign out" button in this menu is highlighted with a red rectangle.

Past Exams

Exam Title	Active from	Active till	Status
Mock Demo Proctor	8 Jul, 2025 9:00 AM UTC+08:00	8 Jul, 2025 12:00 PM UTC+08:00	Completed
Mock Demo Proctor 2	8 Jul, 2025 10:00 AM UTC+08:00	8 Jul, 2025 12:00 PM UTC+08:00	Completed
MOCK EXAM 1 JO251	18 Jan, 2026 8:45 AM UTC+08:00	19 Jan, 2026 12:00 PM UTC+08:00	Completed

Press ESC/exit from the system and you can now sign out



**THANK
YOU**

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