

## Guideline for UTCC Online Exit Exam

### 1. Use Microsoft Teams to access the course for exam

After automatic approval to join Exit Exam Course in Microsoft Teams, students may get the notification, then students can log in to Microsoft Teams with a web browser by paste the URL <https://login.microsoftonline.com/> or by using the Microsoft Teams App on PC, Notebook, Ipad or Smartphone (download App and install before using). To log in, use only **UTCC E-mail Account**.

Email = student ID. No.@live4.utcc.ac.th

e.g. 5901111009@live4.utcc.ac.th or 1801101010019@live4.utcc.ac.th

Username = student ID. No.

e.g. 5901111009 หรือ 1801101010019

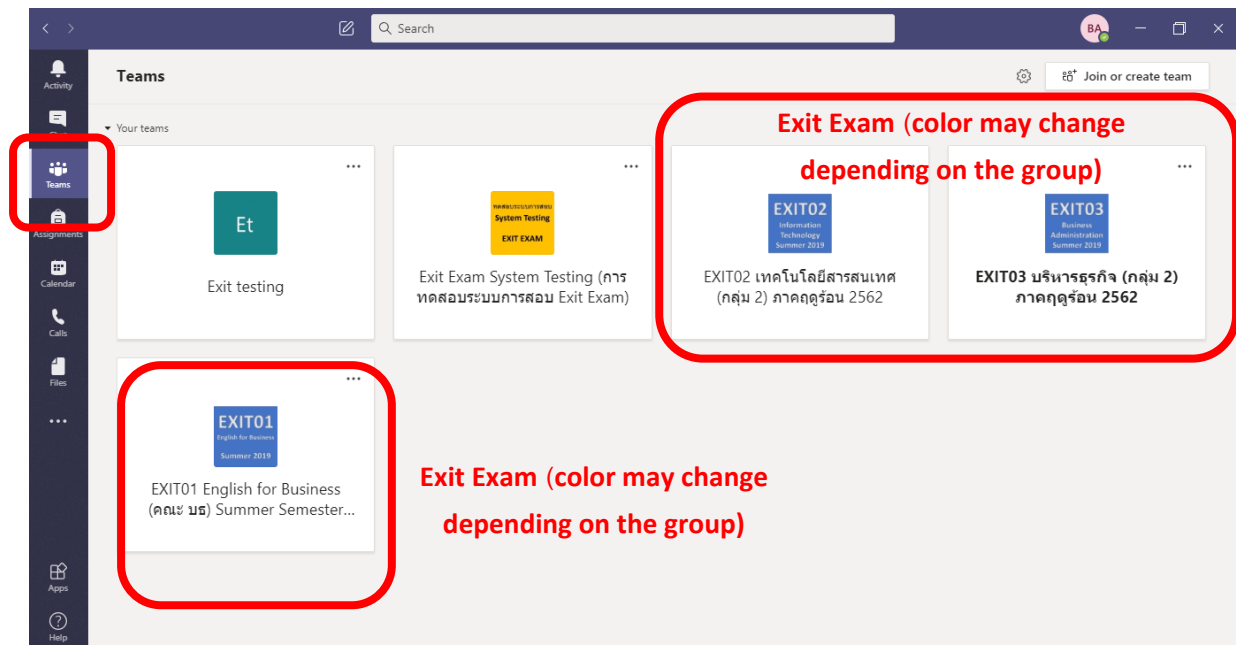
Password = Id....Passport No.....

e.g. Passport No. is 1230470632111, the password is Id1230470632111

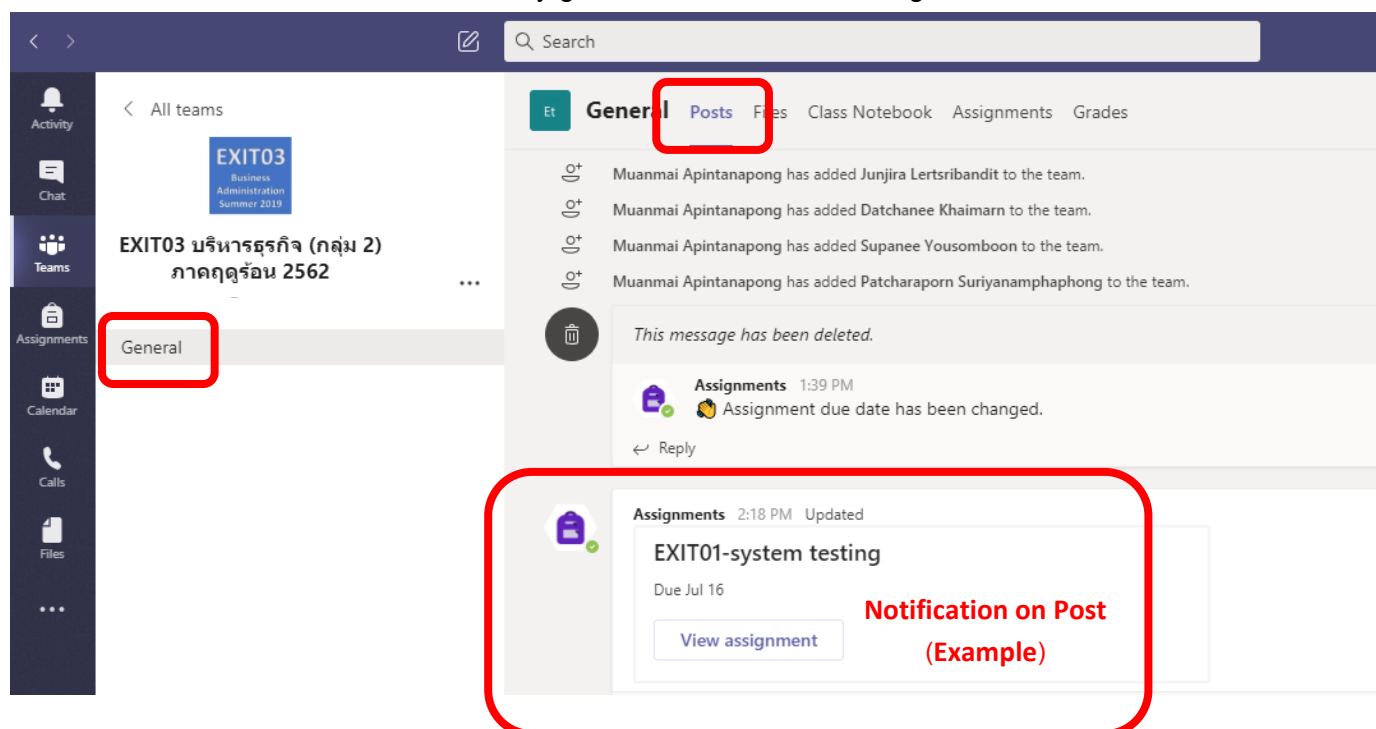
## Preview

After logging in Microsoft Teams, click on menu “Teams” on the left side (or at the bottom in Smartphone), the registered Exit Exam course will be displayed. Click on the course to view or have an examination on the date shown on your schedule.

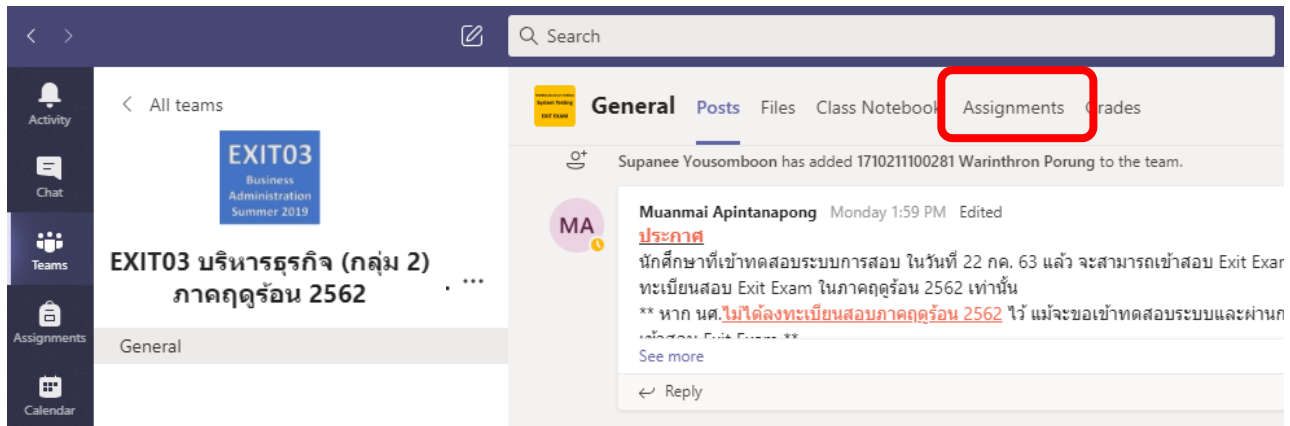
The course will be displayed on your Teams as follows:



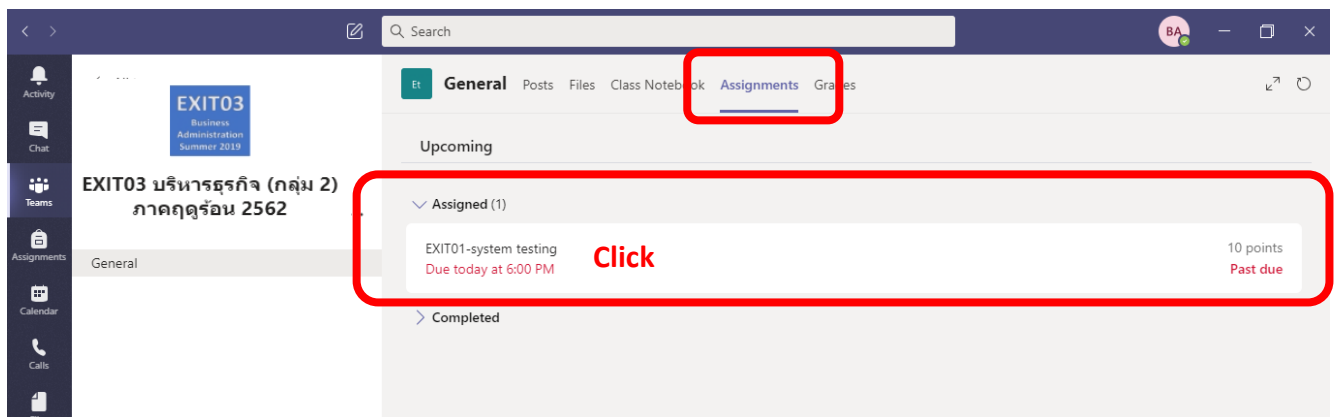
In your course, click on “General” menu to check for the post that may be related to the exam and exam instruction. On exam date, the Assignment (Exit Exam) will be posted 30 min before the examination start. Students may get a notification of the Assignment.



To have examination, please click on “View Assignment”. If you cannot go to the exam or “Error” occurred (found in smartphone), please click on the “Assignments” menu above (or click + or more, the Assignments will be shown).



On the exam date, after clicking “Assignments”, the assigned exam will be displayed, click on the exam.



Then, please read the instructions carefully, and click on the exam link to start your examination (if you click before start time, the exam may not be displayed, please wait for the time begin).

The screenshot shows a Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main content area shows an assignment titled 'EXIT01-system testing' with a due time of 6:00 PM and a closing time of 7:00 PM. The assignment instructions are in Thai and English. A red box highlights the assignment title and instructions. An orange arrow points from the text 'Exam title and Instructions (Example)' to the assignment title. Another red box highlights a button that says 'Click here to go to exam', with an orange arrow pointing to it from the text 'Click to start the exam'.

**Remarks:**

- \*\* Now, students can check the exit exam course list by signing in Microsoft Teams App (see the instruction from clip in FB page UTCC EXIT EXAM or Line Official Account).
- \*\* To access Microsoft Teams, students have to use UTCC E-mail account.
- \*\* If the exit exam course list is not displayed, please contact us via Line Official Account (UTCC Exit Exam) at FB page UTCC EXIT EXAM or <https://lin.ee/ohQfumw> or



To contact us with Line Official Account, you may chat with Bot. For specific questions, please wait for the Admin to answer.

## **2. Instructions for Exit Exam**

### **Exit 01 Business English**

**(for students in the International Program)**

Instruction: To start, please click the link in the menu “Assignments” and click on the exam link. Listen to a statement, question, or dialogue, read the questions, and choose the most appropriate choice.

**1. The Exam contains with 100 items which are separated into 2 Sessions (Total is 100 points)**

#### **Link 1 Section 1 : Listening 50 items**

- Click “Play” to listen to the audio in each page; during the examination, please follow the audio in each item.
- Please wait for picture loading, then read and select the answer in each question carefully.
- After finishing the exam on each page, click “Next” to go to the next page.
- To go back to the previous page, click “Back”.
- In the last page, click “Submit” to finish your attempt (click “Submit” before the time is ended, if not, your answer may not be recorded. If your attempt is completed, the message “Your response has been submitted (Listening Session.....)” will be displayed.

#### **Link 2 Section 2 : Reading 50 items**

- Please wait for picture loading, then read and select the answer in each question carefully.
- After finishing the exam on each page, click “Next” to go to the next page.
- To go back to the previous page, click “Back”.
- On the last page, click “Submit” to finish your attempt (click “Submit” before the time is ended, if not, your answer may not be recorded).
- If your attempt is completed, the message “Your response was submitted (Reading Session.....)” will be displayed.

**2. You will have 2 hours to finish your attempt (100 items).**

**3. Only 1 attempt is allowed.**

**Remarks:**

- During an examination, if there is the error that occurred and your browser closed or it is accidentally closed, you can click on the exam link from Microsoft Teams again and continue to do your exam (your history will not be deleted, if the time does not end).
- During 2 hours of examination, students can select to do the exam in Reading or Listening according to your convenience (submit the exam in time).

**EXIT02 Information Technology and EXIT03 Business Administration  
(for students in the International Program)**

**Instruction: Read the questions and choose the most appropriate choice.**

1. There are 30 questions (3 pages) and you will have 60 minutes to finish your attempt.
2. Only 1 attempt is allowed.
3. To start, please click the link in the menu "Assignments" and click on the exam link.
4. There will be 10 questions displayed on each page. To go to the next page, please click "Next".
5. To go back to the previous page, click "Back".
6. After finishing your attempt on the last page, click "Submit" to finish your attempt (click "Submit" before the time is ended, if not, your answer may not be recorded).
7. If your attempt is completed, the message "Your response was submitted" will be displayed.

**Remarks:**

- During an examination, if there is the error that occurred and your browser closed or it is accidentally closed, you can click on the exam link from Microsoft Teams again and continue to do your exam (your history will not be deleted, if the time does not end).