



Thammasat Business School  
Thammasat University  
Regulations for Online Examinations

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Thammasat Business School announces the following protocol for online examinations:

1. Students should wear proper attire at all times during online examinations.
2. Students are obliged to provide proof of identification such as a student card, citizen card, or driving license to either the lecturer and/or exam invigilators. Inspection methods may vary according to the lecturer's preference.
3. No unauthorized communication devices are allowed during the exam. All equipment must be visible on the student's camera or accounted for by other means according to the lecturer's preference.
4. No documents can be accessed except those permitted by the lecturer. Any authorized documents must be visible on camera according to the lecturer's preference.
5. No part of the exam paper can be publicized or recorded except with the permission of the lecturer.
6. The examination process is determined according to the lecturer's preference. If the lecturer requests identification, students are obligated to provide it at any time during the exam using computer/laptop/tablet or mobile phone via Zoom or other programs. Students are also required to turn on the camera for the entire exam without using the virtual background.
7. For identification purposes, students are requested to rename themselves before entering the Zoom meeting with their Student ID followed by first name and last name.
8. No talking or discussion is permitted between people during the online exam.
9. Students are requested to login 30 minutes before exam time for identification purposes.
10. Students are not allowed to leave their seats until the exam is over.
11. Students who attend 30 minutes or more after the scheduled starting time will NOT be allowed to sit the exam. In case of emergency, students are requested to petition the Faculty by email within 10 days of the exam at the addresses in Regulation 15. For exams directed by other faculties, please petition the faculty directly.
12. Students are responsible for checking exam page numbers, and reading instructions before beginning the exam. For submission of descriptive-type exams, files should be submitted as follows: student ID

followed by exam number in pdf/doc/excel file specified by the lecturer. Combine all files into one before submission by email.

13. Students are required to send the exam paper to invigilators within the time limit specified by the lecturer.

14. If a student finishes the exam before the official finish time, the student is requested to wait until the exam is over.

15. In the event of login difficulties or other issues, students should inform the lecturer immediately. If the lecturer cannot be reached, please contact:

- 4-Year Program at Rangsit      Tel.087-4952442 Tel. 063-9061179  
E-mail: kanokporn.ku@tbs.tu.ac.th or watchara.a@tbs.tu.ac.th
- 5-Year Program Tha-prachan      Undergraduate Tel.062-8956392  
Graduate Tel.081-5841749  
E-mail: thanyathon.j@tbs.tu.ac.th or siriporn.t@tbs.tu.ac.th
- International Program (BBA) Tha-Prachan Tel.083-8560908 or 0949597742  
E-mail: bbathammasat@tbs.tu.ac.th

16. Dishonesty of any kind will result in an F grade in the concerned course and the student will be suspended from study in accordance with university regulations.

This protocol has been made for general observance across the School.

Announcement date:                      May 2020

(Assoc. Prof. Ruth Banomyong)  
Dean of Thammasat Business School