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ACADEMICS
DR. MARIANO QUE
COLLEGE OF PHARMACY

GUIDELINES ON THE CONDUCT OF ONLINE CLASSES

Definition of Terms
(Excerpt from CIETI-2021-003: Online Learning Definition of Terms)

- **Asynchronous Learning** – a form of instruction where students' learning happens at their own pace and schedule. In the delivery of asynchronous instruction, the digital and online learning that could be employed include pre-recorded video lessons, modules, workbooks, and other learning tasks that students complete independently. Other forms of interactions in asynchronous may include email exchanges between teachers, online discussion boards, and course management systems that organize instructional materials and correspondence, among many different possible variations.

- **Blended Learning** – also called hybrid learning and mixed-mode learning; a practice of applying both online and in-person learning experiences when teaching students. It is a formal education in which classroom and online learning complement each other.

- **Distance Learning** – a separation of learner and teacher throughout the length of the learning process with the use of technical media, such as print, audio, video, or computer technology, which facilitate remote two-way communications between the learners and teachers.

- **Learning Management System (LMS)** – a platform that holds course contents and materials, delivers activities, holds online discussions and administration in one online system. It allows the teachers to manage classes and track their students' progress, highlighting areas of strength and weakness for ongoing performance improvement. It combines the essential tools of electronic communication, content presentation, and class management in a single web environment.

- **Online Discussion** – the most interactive part of distance learning. It is where the teacher delivers the course content in real-time, or synchronous mode, to the learners. In an online discussion, the learners can also directly interact with the teachers and with other learners, and express and share their opinion in real time environment.

- **Online Learning** – a type of learning which engages learners and facilitates their learning through the Internet. Different electronic tools are used to create and deliver learning materials through online learning environment. It facilitates collaboration, interaction, and communication with teachers, other students, and content experts anywhere and anytime through the use of the Internet. A wide range of technologies supports these opportunities, including, but not limited to, text, video, audio, and multimedia presentations that may take place synchronously or asynchronously.

- **Synchronous Learning** – a form of education where teaching and learning occur at the same time, but not in the same place (i.e., in remote location). The term is most commonly applied to various televisual, digital, and online learning in which the students learn from teachers and peers in real-time, but mot in-person or face-to-face. Examples of synchronous learning modalities include video conferences, interactive webinars, chat-based online discussions, and lectures which are broadcast at the same time.

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Attendance in Classes

1. The students are considered officially enrolled in a subject if their names appear on the official list of enrolled students from the Registrar. They are also automatically enrolled in the integrated learning management system of the Institute, iLS. Cloud, specifically, the Blackboard Open LMS.

   a. If the students are not automatically enrolled in their courses in the Blackboard Open LMS, they should email their concern to their subject teacher and/or faculty class adviser. This must be done within the first week of classes to avoid pile up of class activities.

   b. The students are responsible for regularly checking their enrollment in the courses in the Blackboard Open LMS. These must match all the subjects that they enrolled in the program.

   c. Inability to join synchronous online classes, participate in online activities, or submit requirements resulting from failure to check their enrollment in Blackboard Open LMS is considered an unexcused absence.

   d. Class hours lost by late registration and late enrollment in their Blackboard Open LMS courses are considered as absences.

2. In **synchronous classes**,

   a. Attendance in synchronous classes is based on the students' actual presence in the chosen online meeting platform of the subject teacher. The students should log in to the Attendance activity module to record their attendance. The faculty-in-charge or subject teacher may also check the attendance by other means.

   b. **The maximum allowable number of absences (excused or unexcused) of a student per semester is 20% of the total number of synchronous class hours.** The students shall automatically be failed if they incur absences more than the allowable percentage of synchronous class hours.

   c. **Excuse slips should be emailed to the subject teacher not later than five (5) working days after the incurred absence.** Otherwise, such absence will be considered unexcused.

   d. In case of scheduled power interruption, the students should immediately notify their subject teacher and request to be excused from attending the synchronous class. They must submit an excuse slip together with a notification from their locality's electric distribution utility (company).

   e. In case of intermittent disconnection of Internet before or during the class, the students should immediately report their problem to the subject teacher. They must gather sufficient evidence (e.g., screenshot of the examination page, an advisory posted in the Internet service provider's webpage/social media, Internet speed test, etc.) with timestamp to present to their subject teacher. This must be sent via email together with their excuse slip and the details of their absence.

   f. Upon the discretion of the subject teacher, absences may be excused when they are incurred due to any of the following:
      i. Student medical emergencies
      ii. Bereavement or death in the family
      iii. Special/official appointments
      iv. Scheduled power interruption
      v. Instability of Internet connection

   g. The students will not be admitted and be considered absent if they log in to the synchronous meeting room after more than 50% of the synchronous class hours has lapsed, or they have not entered the waiting room at any point during the synchronous session.

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h. The students who log in to the synchronous meeting room after the first 25% up to 50% of the synchronous class hours will be admitted in class, but they will be marked late. (For example, in a 2-hour synchronous class, students are marked late when they enter the meeting after 30 minutes up to 1 hour of the class.) Three (3) marks of tardiness will be considered as one absence.

i. At least 50% of the synchronous session must be attended by the student.

j. Absence and tardiness must be communicated with the faculty member and adequate proof should be provided for documentation.

k. The synchronous class is considered cancelled when the meeting room is not opened by the faculty member after 25% of the class hours has lapsed unless prior communication has been made. The class representative should inform the Academic Department Chair about the failure of the subject teacher to log in within the prescribed waiting period.

l. Faculty members opening the synchronous session within the prescribed waiting period may mark "absent" students who leave earlier than the prescribed time.

m. Regardless of the reason for absence, the students shall be responsible for all missed requirements of the course.

3. In **asynchronous lessons**,

a. The students shall not be required to log in to the Attendance activity module. However, they may be required by the faculty-in-charge or subject teacher to submit outputs not later than the end of the class period.

b. The students are responsible for regularly checking their Blackboard OpenLMS courses for uploaded activities. They shall also be responsible for monitoring the deadlines of these activities.

c. The students are encouraged to consult with the subject teacher during this asynchronous lesson. They may do so through the teacher's institutional email accounts, Blackboard OpenLMS Messages, or a pre-arranged online meeting.

d. Upon the discretion of the subject teacher, the deadline for submission of outputs, or completion of requirements may be set with some flexibility to provide the students sufficient time in accomplishing these tasks.

e. The students who fail to accomplish the asynchronous activities due to student medical emergencies, bereavement or death in the family, special/official appointments, scheduled power interruption, or unstable Internet connection must immediately inform their subject teachers. Upon the discretion of their subject teachers, they may be given a special assignment or an extension in the deadline for submission.

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Specific Guidelines on the Conduct of Synchronous Classes

1. In the conduct of synchronous classes, the students are required to have at least one device with a functioning microphone and video camera. This may a mobile phone, tablet, laptop, or desktop computer.

2. The students will be required to turn on their video camera for the duration of the synchronous class.
   a. Use of a virtual background is allowed. However, this must NOT contain text and/or images, which are considered distracting, obscene, offensive, discriminatory, hateful, racist, insulting, sexist, bullying, harassment, libelous, defamatory, and derogatory, or is otherwise unlawful or not acceptable to the DLSMHSI community. Use of images that belong to this list is a **Major Offense (Gross Misconduct)** as specified in **Article XIX Section 11** of the Institutional Student Handbook for the Academic Year (A.Y.) 2020–2023.
   b. When the students prefer NOT to use a virtual background, they must ensure that there are no distracting items or obscenity within the field of view of the camera. Otherwise, they will be removed from the meeting immediately.

3. The students are requested to find a quiet place from where they will virtually join the remote meeting. They will be asked to mute themselves at the start of the class and for the entire duration of the session, except during recitation. To avoid overlapping of audio during recitation, the students are encouraged to use the Raise Hand button in the online meeting platform and wait to be acknowledged before unmuting their microphone.
4. Pre-recorded video lectures may be provided to the students through the Blackboard OpenLMS. The students are encouraged to view the recording before attending the synchronous classes on their available time.
5. The recording of the lesson will be given only to the students who signified having Internet connectivity issues, provided that they have presented the appropriate proofs (with timestamp), such as a screenshot of the examination page, an advisory posted in the Internet service provider's webpage/social media, Internet speed test, etc.

Dress Code and Grooming During Synchronous Classes
(Adapted from The Student Affairs memorandum dated September 30, 2020)

1. The students are expected to be smartly dressed and well-groomed while attending synchronous classes. If the students' attire is considered distracting, provocative, suggestive, or offensive, the faculty member may issue an electronic Violation Slip. Habitual offenses due to inappropriate dress code and grooming are subject to sanctions stated in the Institutional Student Handbook A.Y. 2020–2023.
2. Wearing of makeup among the female students is allowed for as long as it is modestly put on, and leaves the natural feature of the students' face.
3. Hairstyles and haircuts must fall within the range of neat to up-do. Unnatural hair coloring is strictly prohibited.
4. Exposing body tattoos and piercing in areas other than the ears (for female students) is not allowed.
5. The recommended **upper garment** during synchronous classes includes the following (in order of preference):
   a. School uniform (if available);

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    b.   La Salle shirts;

    c.   DLSMHSI college shirts (whose design has the approval of The Student Affairs and the Institutional Communications Office), or sanctioned National Service Training Program (NSTP) shirts;

    d.   Collared shirts or buttoned-down shirts with sleeves and appropriate undergarments (for thin, or semi-transparent shirts);

    e.   Plain, sleeved shirts (round-neck, V-neck, turtle neck, cowl neck, etc.) with appropriate undergarments (for thin, or semi-transparent shirts). (When the shirts have print, this must NOT contain text and/or images, which are considered distracting, obscene, offensive, discriminatory, hateful, racist, insulting, sexist, bullying, harassment, libelous, defamatory, and derogatory, or is otherwise unlawful or not acceptable to the DLSMHSI community.);

    f.   Turtle-neck shirts, cowbells, and cashmeres; and

    g.   (Optional) Jackets, cardigans, cable knits, shawls, or cashmeres

6.   The following upper garments are NOT allowed (adapted from the **DLSMHSI Dress Code** as specified in the Institutional Student Handbook A.Y. 2020–2023):

    a.   Sleeveless shirts or blouses (unless worn with an overlying blazer or jacket);

    b.   Blouses and dresses that reveal or expose the breasts, navel, and/or undergarments;

    c.   Mid-riffs, backless, and hanging blouses that expose the abdomen and/or lower back;

    d.   Body-fit shirts, blouses, or dresses;

    e.   Hats, caps, hoodies, and similar head-worn items that obscure the face;

    f.   Shades or sunglasses; and

    g.   Face masks and/or tinted face shields (unless the student is in a public area where wearing of this is mandatory)

7.   Where necessary, i.e., demonstration exercises in which the students may be required to stand up and present their full body or their lower body, the following **lower garments** are recommended to be worn:

    a.   School uniform, i.e., white pants (if available)

    b.   Trousers and long/short pants (either loose or tight) spanning waist-to-knee level or waist-to-ankle level; and

    c.   Open-toed slippers, leather or rubber shoes

8.   Where necessary, i.e., demonstration exercises in which the students may be required to stand up and present their full body or their lower body, the following lower garments are NOT allowed:

    a.   Miniskirts that expose more than one third of the thigh;

    b.   Ripped jeans, particularly those exposing sensitive body parts; and

    c.   Leggings or tight pants without appropriate undergarments

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GUIDELINES ON THE CONDUCT OF ONLINE EXAMINATIONS

General Guidelines for the Faculty Members

1. The examinations that are conducted in the College can either be (a) virtually (or remotely) proctored or (b) programmed. In either conduct of the examination, the questions are recommended to be encoded in the iLS.Cloud (Blackboard Open LMS), or any other online quiz as the faculty member sees fit.
   a. The choice of the conduct of the examination and the quiz platform should be communicated with the Academic Department Chair and approved at least two (2) week before the schedule of examination.
   b. The faculty member may choose to conduct a mixture of virtually proctored and programmed examination for the entire semester.
   c. The faculty member should communicate with the students the mechanisms to ask questions or clarifications during the examination. Only concerns addressed through the Messages of the Blackboard OpenLMS, and the Chat of the online meeting platform shall be entertained. There shall be an open line of communication between the teachers and the students to immediately address concerns in the examination.

Virtual Proctoring Guidelines for the Students

1. The students need to have submitted the Consent Form for virtual proctoring at least one (1) week before the Preliminary Term Examination of the course/subject.

2. The students shall ONLY have two (2) devices/gadgets with functioning microphone and video camera. One will be used to answer the online examination (primary device), and the other will be used for the virtual proctoring (secondary device). The primary device may be a laptop or a desktop computer. An additional screen (extended monitor) is NOT allowed during the examination.

3. Before the examination,
   a. The students shall enter the online meeting platform for virtual proctoring 30 minutes before the start of the examination.
      i. Those who fail to join the meeting 30 minutes before the schedule of the examination will not be allowed to take the examination due to their inability to have the necessary checks in the preparation period.
      ii. They need to present a viable excuse letter with necessary proof in order for the faculty-in-charge or the subject teacher to consider a special examination. However, this is not guaranteed, and it is subject to the discretion of the faculty-in-charge or the subject teacher.
      iii. The students will also be required to pay the necessary special examination fees if they are permitted.
      iv. If the students are not allowed to take a special examination, they automatically get a score of 0.00%.
   b. Upon entering, they shall rename themselves with the following format: **(Year and Section) (Surname) (First Name and Middle Initials)**. For example: **PHAR 1-1 Sumulong RAL**.

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c. The students shall accomplish the **Attendance** for the examination during the first 15 minutes of the preparation period.

d. During the preparation period, the student shall ensure the following:

    i. The microphone and camera for both gadgets are functioning.

    ii. The working space or environment is well-lit.

    iii. The working space is free from distractions and noise.

    iv. There is a 360-degree view of the working space.

    v. When using a laptop, it must be plugged in and not on battery power.

    vi. In the Power and Sleep setting of the laptop/desktop computer, the Screen and Sleep Modes are set to:

        • **Screen:** When plugged in, turn off after: Never.

        • **Sleep:** When plugged in, PC goes to sleep after: Never.

e. The students must **unmute** the microphone in their primary device. They may be asked to test the audio coming from their microphone during the preparation period. This must remain unmuted for the duration of the preparation period, and the entire examination. The microphone of the secondary device must be muted to avoid audio feedback.

f. The students must make sure that the video camera of the secondary device shows their working space, and a clear view of the computer screen (primary device).

g. The students must ensure that the primary device provides a clear view of their face, and the secondary device visibly shows their computer screen (primary device).

h. The screen of the primary device should ONLY display the examination page. Unless otherwise stated (or required in the examination), no other tabs, windows, or applications are allowed to be opened during the entire duration of the examination.

i. After the audio and video check, additional instructions may be provided by the proctor.

j. During the preparation period, the students are still allowed to do the following activities: review notes, get snacks and refreshments, go to the comfort room, and prepare scratch papers. However, in the last 5 minutes of this period, they must show a clear working space and their blank scratch papers to the screen for final check. (**Note:** The students are no longer allowed to go to the comfort room during the whole duration of the examination. If they feel the urge to use the comfort room, they need to immediately submit the examination and they will not be allowed to resume or continue afterwards.)

4. During the examination,

    a. The students need to stay within the field of view of the primary device's video camera.

    b. The students must ensure that the secondary device has a visible view of the screen showing the examination page. They are not allowed to open new tabs, windows, or applications unless otherwise stated or required in the examination.

    c. The students shall keep their attention to the examination page (screen of the primary device). Any suspicious behaviors during the examination shall be called out, and if necessary, these shall be investigated accordingly.

    d. The students are allowed to eat and drink during the examination; provided, their food and drinks have been prepared and checked before the start of the examination.

5. When the students finish before the scheduled end of the examination, they must post "Finished" in the Chat of the online meeting platform. This must be posted for everyone in the session, and not only to the proctor. The students shall wait for the acknowledgment coming from the proctor before leaving the session.

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6. The students do not have to post "Finished" in the Chat when they finish the examination on time, or when the examination automatically closes. They may leave the session immediately.

Missed Examinations and Internet Disconnection During Examinations

1. If on any occasion the students will not be able to take the examination due to unforeseeable circumstances (e.g., illness and other medical conditions that will limit their ability to take the online examination), they will be excused. They will be allowed to take a special examination in place of the missed examination.
   a. An accomplished excuse slip with necessary document/s (proof/s) should be emailed to the subject teacher not later than five (5) working days after the incurred absence. Otherwise, such absence will be considered unexcused, and no special examination will be given. The students will automatically get a score of 0.00% in the examination.
   b. After receiving an approval of their special examination through email, the students must accomplish a request to take a special examination and pay the necessary fee at the Cashier. This form and the receipt must be emailed to the subject teacher before they are given the special examination. Strictly, NO APPROVED AND PAID REQUEST FORM, NO EXAM.
   c. Special examinations shall follow the same procedures and guidelines as the missed regular examination, unless otherwise decided by the subject teacher and approved by the Academic Department Chair.
   d. The students can be excused only ONCE, except on meritorious cases. If they miss a second examination (excused or unexcused), they will automatically get a score of 0.00% in that examination.

2. In case of disconnection during the examination, the students must try to reconnect and immediately report the event to the proctor (in virtually proctored examination), and/or the subject teacher (in programmed examination). They must gather sufficient evidence (e.g., screenshot of the examination page, an advisory posted in the Internet service provider's webpage/social media, Internet speed test, etc.) with timestamp to present to the proctor and/or their subject teacher.
   a. In a virtually proctored examination, they will no longer be permitted to continue with the examination if they are able to reconnect. They need to request for a special examination and furnish sufficient evidence of their failure to finish the examination. After evaluation of their merit, they may be allowed to take a special examination, and they will be given an entirely different examination. The completed items in the examination will not be considered.
   b. In a programmed examination, they may be allowed to continue with the examination if they are able to reconnect. However, they will not be given extra time to compensate for the lost time. If they are unable to reconnect, they may request for a special examination. The same rules as above shall apply.

3. The examination is automatically postponed when classes are suspended due to inclement weather conditions. Official announcements of the cancellation of classes (and hence, examinations) shall emanate from the Vice Chancellor for Academics, the City Mayor of Dasmariñas, or the Governor of the Province of Cavite. The examination may be rescheduled to the nearest regular class hours, or a suitable time as advised by the Registrar, or the Dean of the College.

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Guidelines on Giving Examination Feedback

1. The faculty-in-charge or the subject teacher should provide the results and feedback on the examination within seven (7) days after the schedule of the examination.
2. A rationale is encouraged to be conducted on the meeting immediately after the examination week, or after the release of examination results.
3. Questions and clarifications will only be entertained within the day of the feedback on the examination results.

Cheating in any form is strictly prohibited. Any student caught cheating will be given a grade of 0.00% for the examination, and an academic suspension for 20 days to one (1) semester.

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