

# Add "EXAM", "cuisis\_classcode" and "purpose: remote\_invigilation" when scheduling ZOOM meeting for exams with self-arranged invigilation

Last Modified on 17/01/2025 11:57 am HKT

## Overview

- To provide better support and collect data to analyse ZOOM usage at CUHK during the exam period, teachers/supporting staff/units are requested to add the following they schedule ZOOM meetings for exams with self-arranged invigilation.
  - Meeting topic: include "EXAM:" and "class code"
  - Scheduling tracking field "cuisis\_classcode"
  - Scheduling tracking field "purpose": "remote\_invigilation"

## Steps:

1. **Schedule the ZOOM meeting** (<https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>) via either:
  - CUHK ZOOM portal: <https://cuhk.zoom.us> under "Meetings"
  - The Blackboard course
  - The ZOOM client
2. Add the following information and "Save".

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic	<b>A</b> Include "EXAM" and "class code" in Meeting "Topic" EXAM: ACCT1234A (2020-21 Term 1)
cuisis_classcode	<b>2</b> Fill in scheduling tracking field "cuisis_classcode" ACCT1234A
purpose	<b>3</b> Select "remote_invigilation" for the scheduling tracking field "purpose" remote_invigilation class_student_group
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Questions: [elarning@cuhk.edu.hk](mailto:elarning@cuhk.edu.hk)

Copyright © 2020 The Chinese University of Hong Kong. All rights reserved.