

ECE 534 Midterm Exam I Instructions

The exam will be held both in person and online and proctored by your instructors and TA's in person or *via* Zoom. Please carefully read these instructions ahead of the exam day.

Also, in order to make us organize the exams in the optimal manner, please let us know if you will take it by Zoom by **March 16th, 2022**.

Exam Preparation

You'll need the following for the exam **if you are taking it over Zoom**:

- A quiet space with good lighting and no other people present.
- A laptop or desktop computer for downloading the exam booklet from your email. Printing your exam is not necessary. Use your computer screen to view the exam, and write your answers on scratch paper.
- Scratch paper (blank, loose-leaf sheets only—no notebooks).
- Pens, pencils, and erasers.
- A phone or tablet for running Zoom for proctoring. This is also used to take photos of your solutions at the end of the exam. You may NOT use a tablet as scratch paper or to digitally ink your exam.
- A place to put your phone far enough away from you to capture your face, screen, and work area in the same shot on Zoom. View CBTF's "How to Position Your Phone" guide for examples: https://drive.google.com/file/d/1d_0fd1Wb4KcVbzfmGfkcPRBM_L3unP68/view
- **A phone/tablet charger: The Zoom app will drain your battery fairly quickly. You must keep your phone/tablet plugged into a charger to prevent your phone from dying during the exam. Consider using a power bank if this is not possible.**
- **You may bring one 8.5" by 11" sheet of notes. Only one side of the sheet can be used. The notes can be typed in font size 10 or larger, or written in handwriting of equivalent size or larger. The exams are closed-book and closed-notes otherwise. Calculators and similar electronic devices are neither necessary nor permitted.**

Exam Procedure

1. Get yourself and your work space ready:

- Use the restroom beforehand.
- Make sure you have all the items you will need.
- Make sure you do NOT have any unauthorized materials in your work area. This includes calculators, smart watches and electronic headphones.
- Make sure you are alone and others will not enter the room. If this is impossible, let your proctor know at the beginning of the exam and refrain from talking with other people.
- Plug your devices into an outlet or power bank.
- Put your phone in Do Not Disturb mode—notifications can interrupt your connection to the Zoom meeting.

2. Use the following zoom link and please login **15 minutes before** your exam starts. Otherwise, you may miss announcements and delay the start of the whole exam as we need to check everyone's ID. Consequently, being late may come with a penalty.
3. Double check that your name is correctly displayed in Zoom. The proctor needs to know who you are.
4. Make sure to write down your proctor's email address (located in their display name), just in case you get kicked out of the meeting, lose internet connection, etc. and need to contact them.
5. Wait for your proctor to tell you to begin to access your exam. **The exam pdf will be emailed to you one minute prior to the scheduled starting time of your exam. PLEASE CHECK YOUR EMAIL!**
6. You will have 1 hour and 30 minutes to work on the exam problems. Your proctor will give you a reminder when there are 10 minutes left. Follow the proctor's time calls. When time is called, stop working immediately.
7. You will have **an additional 15 minutes to scan and upload your answers to Gradescope.**
8. Whenever you finish uploading your answers after the completion time (do not leave early), let the proctor know and they will dismiss you from the meeting.

Rules

The Student Code regarding Academic Integrity applies to all online exams.

Do not:

- Turn your video off on Zoom.
- Leave the room.
- Access prohibited sites/applications on your computer.
- Use your phone/tablet for anything other than running Zoom for proctoring and taking photos of your paper at the end of the exam. You can't use your phone/tablet to do the exam itself.
- Use a virtual background.

Do:

- Keep your microphone muted once the exam has begun.
- Ask the proctor any questions you have. Use private chat on Zoom after testing has started so as not to disturb others.
- Tell the proctor if you need a restroom break. They will instruct you to leave your workspace and phone as is while you are gone. You cannot get time back for restroom breaks.
- If you enter the meeting after testing has started, use private chat on Zoom so as not to disturb others.
- Stop working when time is called.

Frequently asked questions

This question looks wrong. What do I do?

Message the proctor through private chat in Zoom, and they will advise you on what to do.

What do I do if I need to talk to the proctor during the exam?

If you have a question or problem at any point, use the private chat in Zoom to message your proctor.

Can I use a different device besides my phone to join Zoom?

We prefer that you use your phone, but if this isn't possible, another device such as a tablet or 2nd computer is acceptable. Just make sure you join Zoom on a separate device from the one you're testing on, and place it so the proctor can see your face, screen, and work area/keyboard.

Can I use my phone to image my work while also using Zoom?

You can use the same phone that is running your Zoom proctoring sessions to also image/scan and upload your handwritten work. Zoom can run in the background while you are taking photos of your work.

What do I do if my Wi-Fi connection is spotty?

We recommend that you take your exam in a place with a good Wi-Fi connection. If you believe you might lose connection during your exam, let the proctor know before the exam starts. In an event where you drop out of the call because of your Wi-Fi connectivity, please contact your proctor as soon as possible.

IF YOU ARE TAKING THE EXAM IN-PERSON, YOU WILL BE ISSUED A HARD COPY. MOST OF THE ABOVE CONSTRAINTS DO NOT APPLY IN THIS CASE, BUT BEING THERE 15MIN EARLIER, HAVING A ONE-PAGE CHEATSHEET, NOT USING PROHIBITED SOURCES ETC STILL APPLIES.