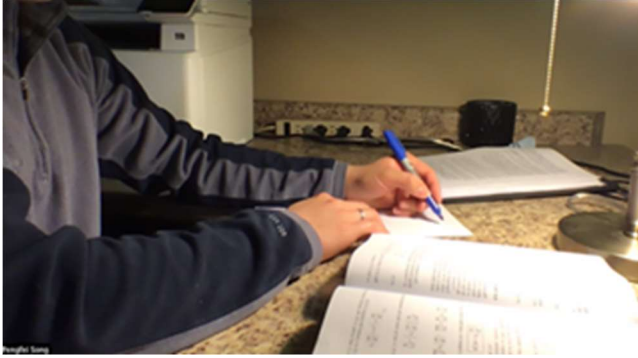


Since we found that students collaborated on the exam during the second mid-term, we feel that it is necessary to proctor the final exam via Zoom. The purpose for the Zoom proctoring is to check students' IDs and prevent unallowed communication. Based on the questions and feedback from you, to make it fair for everyone and easy to implement, we have made some changes to the open book policy: (1) no typing during the exam, (2) calculators and tablets are not allowed.

Here we have some further clarification and instruction:

Open book: you can use the textbook, your handwritten notes in paper, printouts of your tablet notes, printouts of the instructor's slides or notes. You can also use your notes in your laptop or computer, but you can only scroll through them, you cannot search through them by typing or writing because the proctors cannot know if you are searching within your notes or communicating with someone. The open notes policy is mostly because it would be hard for us to tell the actual exam solutions from cheat sheets. However, you should not depend on them, browsing and scrolling will only waste your time. The format and length of the exam is similar to the previous finals. If you are well prepared for the exam, you should not need more than two 8.5" by 11" sheets of notes, as in the in-class close-book exam.

1. You will get a Zoom link for the exam through email at least 2 hours before the exam, e.g. <https://illinois.zoom.us/j/XXXXXXXXX> (passcode: XXXXXXXXXX).
2. You need to sign in on Zoom at least 10 minutes before the start of the exam.
3. Enable your video on Zoom using a camera (e.g., webcam on your computer, phone, tablet). Show your face when you first enter the zoom meeting. You need to show your hands and your workspace (as much as possible) throughout the exam. Below you will find an example:



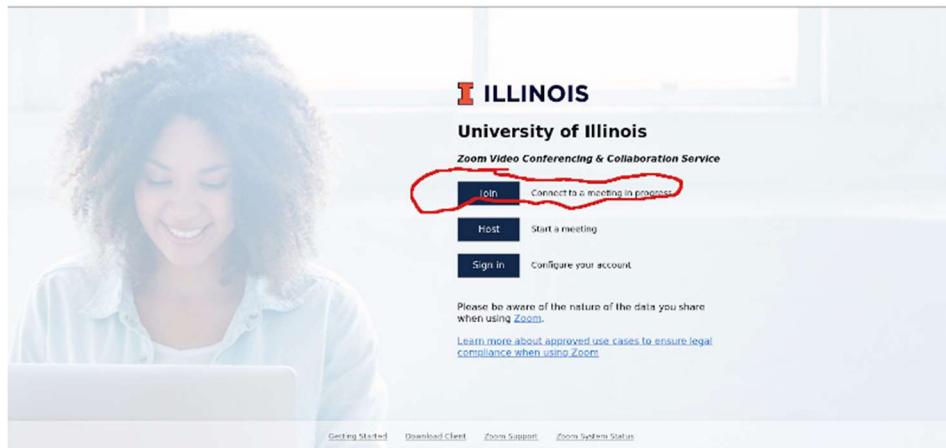
4. Your hands are not allowed to touch the keyboard for typing during the exam. Virtual keyboards are prohibited. You are not allowed to use the internet for Google search. You are also not allowed to use the search function (e.g., ctrl/command +F) for your notes. You can only use mouse / touchpad to turn pages of your notes, PPT slides, exam papers, etc.
5. You are supposed to turn on your microphone during the exam, do not mute. This is mostly for monitoring the use of voice access controls and commands. You can reduce the volume on your device to avoid distraction by others. We will use the chat function to make public announcements.
6. The exam will be open book and open notes (both printed and electronic).
7. The exam PDF will be available through email one minute before the exam. You can download the exam and write your solutions on plain sheets of paper. Note, this time we only allow handwritten solutions on papers.
8. During the exam if you have questions, raise your hand on Zoom. The proctor will move you to a breakout room and you can use the chat function to ask your question.
9. After you are finished, scan your solutions using your phone or a scanning machine, and upload to Gradescope. Please notify your proctor (raise your hand on Zoom) before scanning.
10. After submitting your exam online, you need to notify the proctor on zoom. We will move you to a breakout room to check your ID and verify that your paper is properly uploaded on Gradescope. This process is not counted in the exam time. Please do not

leave the Zoom meeting until you have properly shown your ID to the proctor in a breakout room.

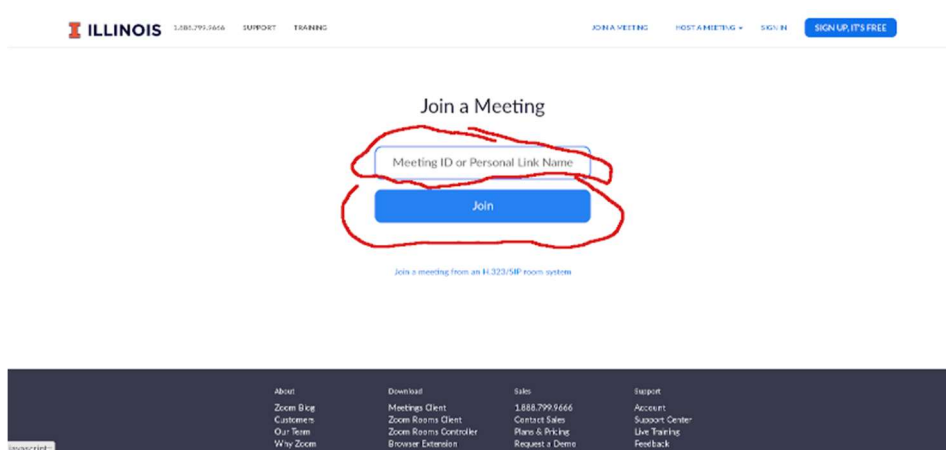
11. The entire exam session will be recorded until the last student is logged off.

12. If you suddenly get disconnected, don't worry, you can join the Zoom session again once your connection is back.

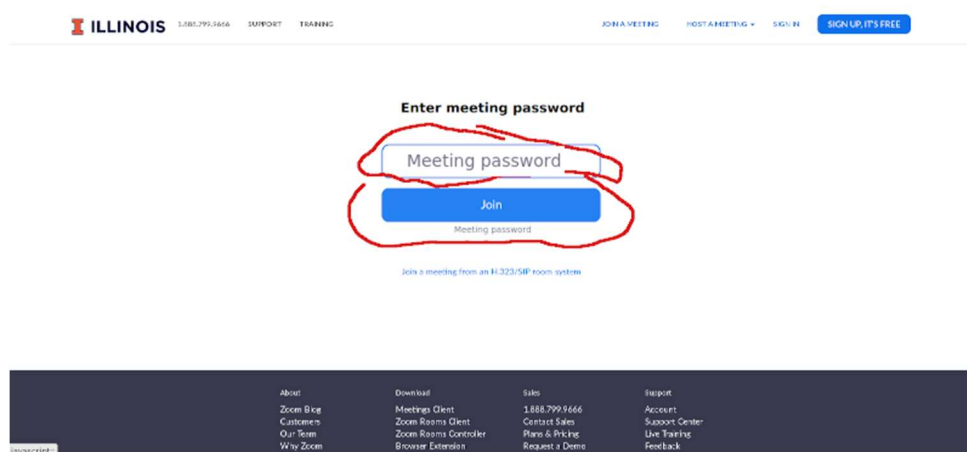
- To log into Zoom, go to <https://illinois.zoom.us/>
 - Click on "Join" a meeting in progress



- Enter the meeting ID you already have from Compass and click on "Join"



- Enter the password provided to you via Compass.



- Make sure your video is working and that the video feed includes your workspace. You might need to use your phone or tablet if your desktop or laptop camera can't do it.