Information of the Online Mid-term Quiz

Date and Time of Examination:
- 19-MAR-2021
- Start time: 12:15pm
- End time: 1:35pm (80 minutes)

Schedule:
- Students will be given 5 minutes before the start time to download the quiz paper and 10 minutes after the end time to prepare and upload the answer script.
- Manage your time carefully. You are responsible for your time management.

Scope:
- Materials taught up to and including Week 7 (i.e., up to and including deadlock prevention)

Format:
- Online
- Open-book (i.e., students can access only course materials)
- **NO** access to the Internet (except for the operations required by the quiz) and any other materials

Permitted materials/aids:
- approved calculator

Tools to be used:
- Computer with webcam
- Canvas for conducting the quiz
- Zoom for announcement, Q&A and invigilation (with camera turned on to capture a "face-to-face" angle throughout the entire quiz)
- Tools for creating the answer script of your preference. Examples:
  - type answers in a Word file, or
  - write answers on blank A4 papers, or
  - write answers using a stylus on electronic device.
- Tools for converting the answer script to a PDF file for submission. If you are not sure how this can be done, do some practice in advance. Examples:
  - save the Word file as PDF file;
  - take photos of the handwritten answers using a cellphone, upload the images to the computer and then insert them into a Word file for conversion.
- The second camera is optional.

Venue:
- Students who cannot find appropriate places for the quiz and students who are unable to arrange the required device set-up at their own location should send us an email in advance and take the quiz on campus in the scheduled venue (i.e., LT-2).
- Students taking the quiz on campus still have to do the quiz online.

Contact points:
- Victor Lee at csvlee@cityu.edu.hk
- Zhimeng Yin at zhimeyin@cityu.edu.hk

Instructions to Students for the Online Mid-term Quiz

Getting ready (15 minutes before the quiz begins)

- Check the network connection and identify an appropriate location to take the quiz.
- Make sure that all devices used in the quiz are fully charged or properly connected to the power source to avoid running out of battery.
- Be ready at the computer at least 15 minutes before the quiz begins.
- Logon Canvas and join the course Zoom meeting for reading announcement and asking questions, if any, via chat box.
- Turn on the camera to capture a "face-to-face" angle throughout the entire quiz.
- Contact us immediately via email at csvlee@cityu.edu.hk or zhimeyin@cityu.edu.hk if you cannot access the quiz or experience another major anomaly.

Access to quiz questions (5 minutes before the start time)

- Download the quiz questions (in PDF format) from the "Assignments" Tab in Canvas.
- Place (copy-and-paste) the academic honesty pledge on the first page of the answer script.
- Reaffirm the academic honesty pledge by writing "I pledge to follow the Rules on Academic Honesty and understand that violations may led to severe penalties" on the first page of the answer script.
- Write your name and student ID on the first page of the answer script.

During the examination

- Turn on the camera to capture a "face-to-face" angle throughout the entire quiz.
- Work on the answer script (e.g., type answers in a Word file, or write answers on blank A4 papers, or write answers using a stylus on electronic device).
- Specify the Section and Question numbers clearly for **EACH** answer in the answer script.
- If you have any questions, post questions **privately** in the chat box. Do not speak in Zoom during examination, it will disturb others.

Submission (within 10 minutes after the end time)

- Stop answering at the end time.
- Continue to turn on the camera to capture a "face-to-face" angle during the submission process. **Submissions while the camera is off will not be accepted.**
- Convert the answer script into a **single PDF** file (e.g., save the Word file as PDF file; take photos of the handwritten answers using a cellphone, upload the images to the computer and then insert them into a Word file before conversion).
- Use the student ID to name the file (e.g. 51234567.pdf).
- Upload the PDF file to Canvas, the system will mark the submission late 10 minutes after the end time of the examination. Late penalty will be imposed.
- View your own submission to check if your answer script has been submitted successfully.
- If submission of the answer script via Canvas failed, send the answer script to us by email. Provide justifications/evidence why this backup channel is used.
- Leave the Zoom meeting **only** when it is announced that the submission process is done.