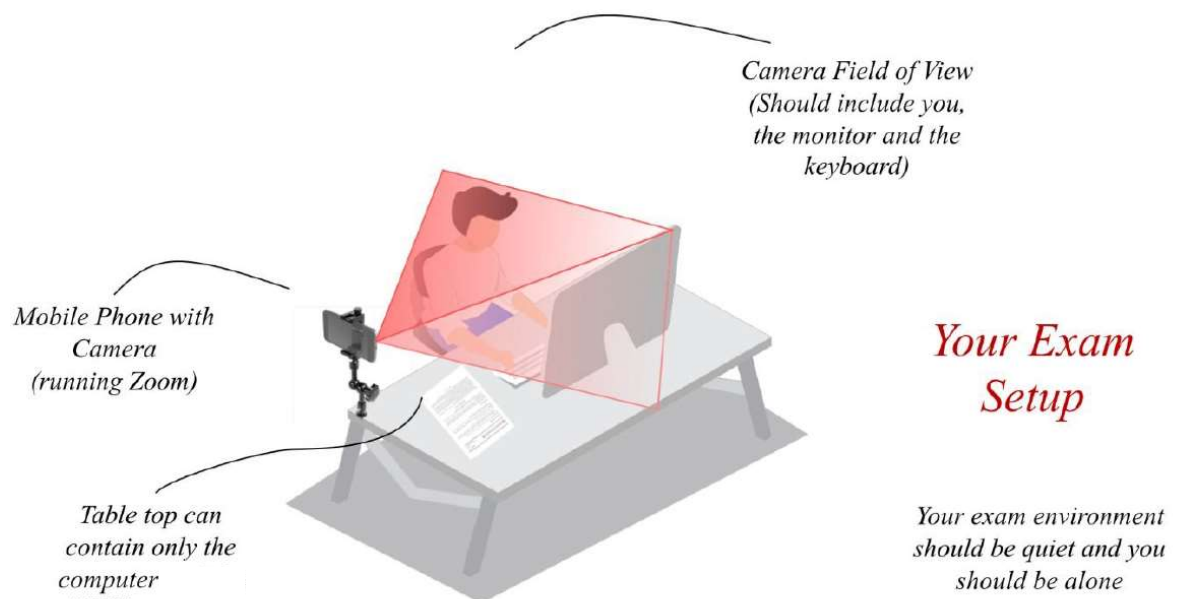


CENG 213 – Data Structures

Regulations for the Midterm Exam

1. Before the exam:

- a) Make your Student ID ready as your ID will be verified at the beginning of the exam.
- b) Arrange an appropriate exam environment:
 - This is an exam!! Recall your exams in real classrooms where you could only bring in the allowed material and you could not interact or talk with anyone else during the exam. You are expected to prepare the same settings.
 - Your setup should look like this:



- In this setup:
 - You should have two devices: (i) The computer on which you will answer the exam questions. (ii) A second device (we will call this as the “Zoom device”) with a camera and a microphone with which you will join the Zoom session whose details will be sent to you.
 - Your Zoom device will be used (i) to verify your identity, (ii) to observe and to listen to you and your environment during the exam.
 - Your Zoom device should have you, the computer and the keyboard visible in its field of view.
 - You can have only a pen/pencil, 3 empty sheets of paper, and water on your tabletop.

- You are recommended to acquire a mobile stand for this setup. Otherwise, you can use a stack of books to place your camera.
 - Test your setup with a friend or a family member and make sure that your setup conforms to our expectations and the sound quality & settings are fine.
- c) It is your responsibility to make sure all these are ready and tested before the exam.
- d) The Zoom session will be locked after its scheduled time -- make sure you are on time.

2. At the beginning of the Exam:

- a) You will be assigned to a Zoom meeting which you are expected to attend by using the “Zoom device” described above.
- b) Make sure that your devices have sufficiently full batteries and/or they are plugged in.
- c) Take your devices to a “Do not disturb” mode:
 - Android devices: Settings > Sound > Do not disturb
 - iPhone and iPad: Settings > Do not disturb
 - Please also choose: Silence: Always / Allow Calls from: No One.
- d) Your ID will be verified.
- e) In case of a disconnection during the exam you will contact with your TA by phone. So, write down the phone number of your TA at the beginning of the exam.
- f) After ID verification and your assistant’s START signal, you can take the exam by going to the quiz “Ceng 213 Midterm Exam” on odtuclass.
- g) The first page will present the METU Honor Code, you have to read it and confirm it by clicking the checkbox.

3. During the Exam:

- a) You will have “only one” attempt for the exam.
- b) Like in a regular exam:
 - You are not allowed (i) to talk to anyone, (ii) to interact with anything other than your computer, (iii) to leave the table, (iv) quit Zoom.
 - In the event of problems owing to electricity or internet cut-off:
 - You will have 3 minutes to be back online and participate in the exam.
 - Your situations will be evaluated and resolved case by case. If you are disconnected more than an acceptable time period, you may take an oral makeup exam.

4. Finishing the exam:

- a) After answering all questions, make sure that there is no “unsaved” sign in any of the questions and then click “ Submit All & Finish the Exam ” button and make sure that you see a message saying that “ The exam is finished”.
- b) On Zoom’s chat, inform your assistant that you have finished the exam.
- c) Leave the Zoom session.