

Guideline for CSCI2100C Online Mock Assessment

May 5, 2020

The CSCI2100C mock assessment will take an online form with invigilation. The content of the assessment is the same as the last mock assessment. The assessment is open-book and open-note (Lecture Notes, Assignment Questions and Solutions, Tutorial Notes and Your own Notes). **No discussion** in any form with others during the assessment is allowed. The use of Internet except Blackboard and ZOOM is **not allowed** during the assessment. The assessment has a 20-minute time limit, **from 09:30am to 9:50am on May 5, 2020 (Tuesday)**. The mock assessment paper will be released on Blackboard as a Blackboard **test “Mock Assessment”** in the folder **“Mock Assessment”** at the start of the assessment. You must submit your answers as clear photocopy of your written solution using one of three methods. 1) Submit your solution to Blackboard as an **assignment “Mock Assessment Solution”** in the **“Mock Assessment”** folder **on or before 10:00am** 2) Send your solution to your emergency contact TA (or instructor) by WhatsApp **on or before 10:00am**. 3) Share the OneDrive link of the zip file of your solution to us by WhatsApp or ZOOM chat room **on or before 10:00am**. The invigilation will be via ZOOM online meeting using your **mobile phone** (and PC if necessary). You must log into ZOOM using your **CUHK ZOOM account**.

Before the assessment date, you have to:

1. Make sure that your computer can allow you to take a Blackboard test, that you can capture a clear photocopy of your hand-written solution and submit it within 10 minutes, and that your mobile phone has a front-facing camera that can be used for ZOOM meeting. Make sure that you are familiar with the functionality of the **ZOOM mobile app** (not the web-based version), such as chat.
2. You will be deployed to a TA (or instructor) for emergency contact. You should add the deployed TA (or instructor) using WhatsApp. **When you add them, you must use your own mobile phone, full name and send a photo of your student ID card to the TA (or instructor)**. The TA (or instructor) will check your information to confirm your identity. The WhatsApp will serve as a real-time channel for emergency contact.
3. Hence it is **IMPORTANT** that you **MUST** finish the above steps **at least one day before** the mock assessment.

In the morning just before the assessment:

1. First, we will start a ZOOM room. Please join **on or before 9:10am** (20 minutes before the assessment starts) using your **mobile phone** (and your PC if necessary). Make sure that your camera and audio are ready to use in ZOOM, so that we can see all of you. Use your **full student name** (English) in ZOOM.
2. We will **enable the waiting room** to check your identity. When you enter the room, you will be in the waiting room at first. You can enter the meeting room after the checking.
3. You may login to ZOOM with two devices, one with your mobile phone with **camera open** before the assessment ends for **invigilation**, and the other on your PC to receive messages and ask questions.
4. For invigilation purpose, place your mobile phone in a suitable position, which shows your computer screen, desktop, and yourself as shown in Figure 1. Make sure that your phone is plugged into a power source, or have sufficient battery life for the entire assessment period. The video throughout the assessment will be recorded for invigilation purpose.

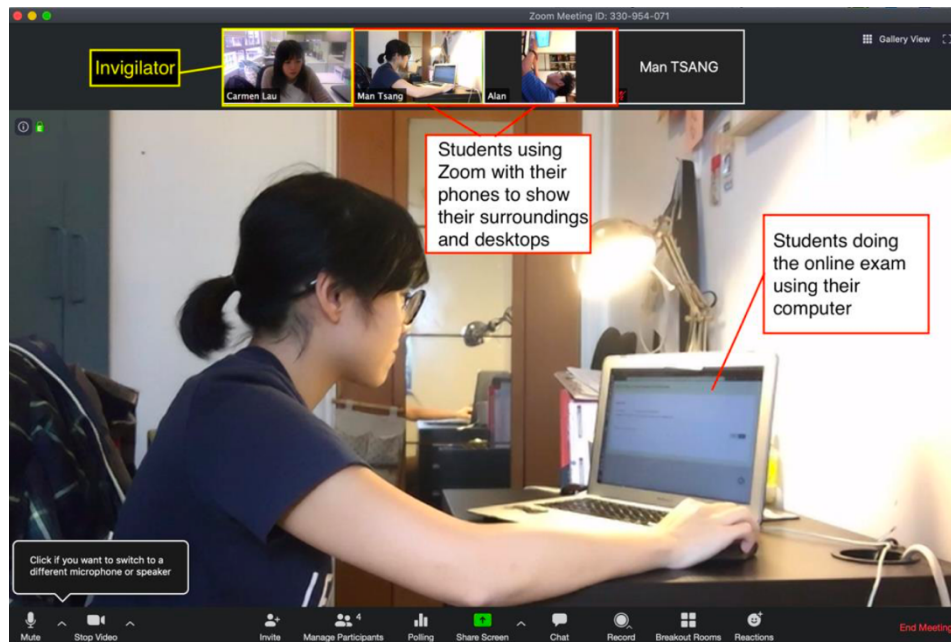
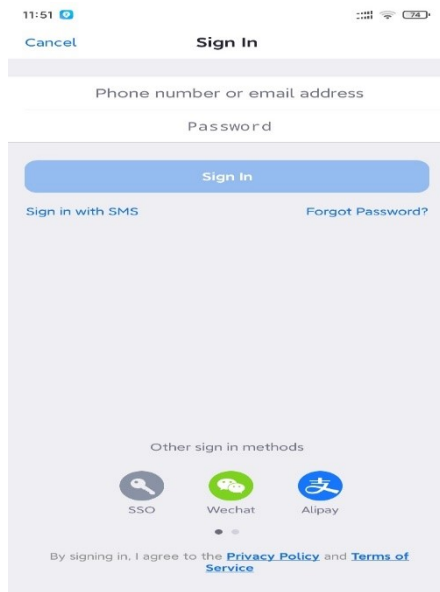


Figure 1: Camera Position

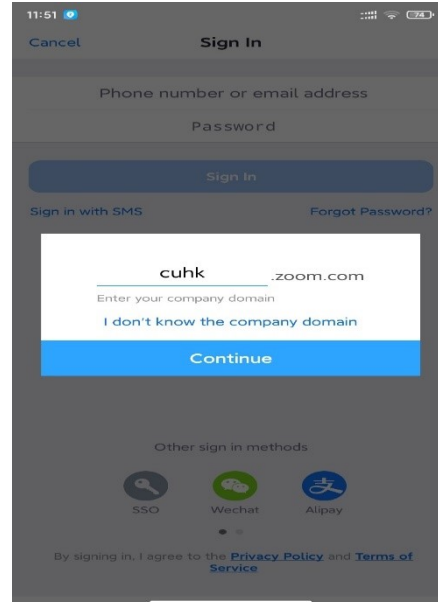
5. Please be advised to find a quiet and comfortable place for taking the assessment, and ensure that no one will approach you to talk during the assessment.
6. It is important that you use the mobile app version of ZOOM for invigilation, not the web-based version. You must log into ZOOM using your **CUHK ZOOM account**.

(You should also log into your PC version of ZOOM for chat room using your **CUHK ZOOM account** if you want to use two devices for ZOOM.)

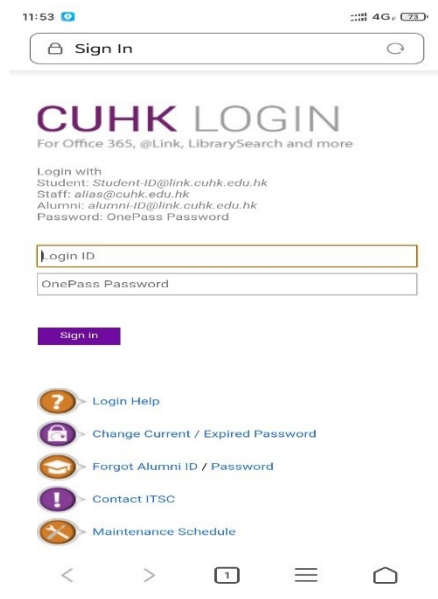
6.1. Mobile App Using **CUHK ZOOM Account** (Android as an example)



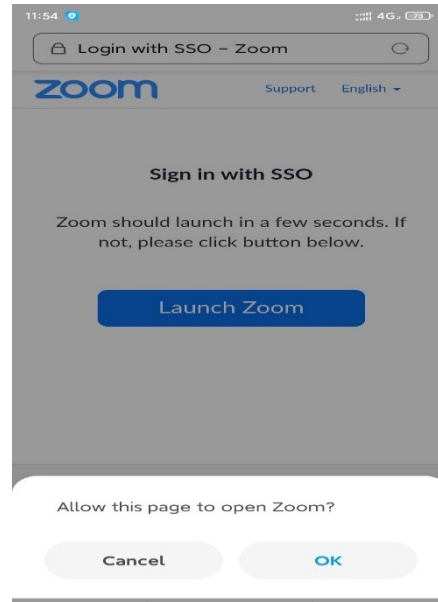
(a) Sign in with SSO



(b) Type “cuhk” Domain



(c) Finish CUHK Login



(d) Open ZOOM

Figure 2: Using CUHK ZOOM Account on Mobile Phone

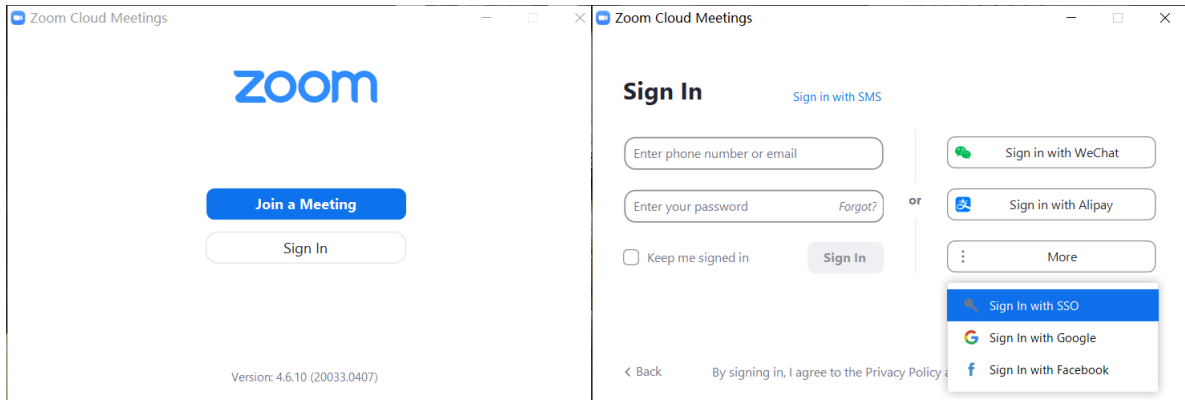
6.1.1. Sign in with SSO as shown in Figure 2a.

6.1.2. Type “cuhk” as “Company Domain” as shown in Figure 2b.

- 6.1.3. Finish CUHK login on the pop-up window as shown in Figure 2c.
- 6.1.4. Click on “OK” to allow the page to open ZOOM as shown in Figure 2d.
- 6.1.5. If it is not successful, please change the browser or network connection and try again.
- 6.2. PC App Using **CUHK ZOOM Account**
 - 6.2.1. Sign in with SSO as shown in Figure 3a.
 - 6.2.2. Type “cuhk” as “Company Domain” as shown in Figure 3b.
 - 6.2.3. Finish CUHK login on the pop-up window as shown in Figure 3c.
 - 6.2.4. Click on “Open Zoom Meetings” on the window of the browser as shown in Figure 3d.
- 7. Our TAs will use the chat room or talk directly to you to ask you to **show your student ID card** through your camera. Besides, TAs will check your **camera position**. After that, TAs will **announce the rule** of the mock assessment.

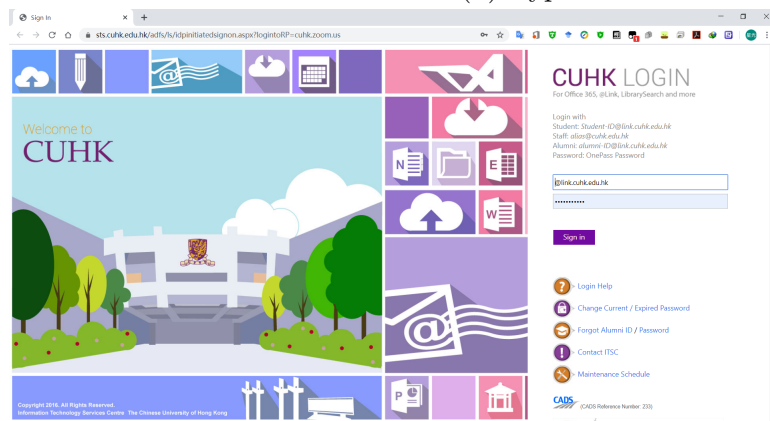
Once the assessment starts (some are regulations from the faculty):

- 1. If you have not informed us that you won’t take part in the mock assessment, you will get 0 mark for the mock assessment on May 5. If your reason for not taking part in the assessment is reasonable, we will arrange a face-to-face test, which will have different problems from this assessment.
- 2. We will **mute microphones** of all students at the beginning of the assessment.
- 3. Please **keep your earphones working** all the time. We may have some announcements during the assessment and hope all of you can hear our voice clearly.
- 4. Please keep your camera on in ZOOM during the assessment. **If you close your camera, your name will be recorded.** It is important that you show that your assessment is written by you through your presence in ZOOM for the entire duration. Please **DO NOT** communicate with any other person in any way during the assessment.
- 5. You may ask questions through ZOOM’s **chat room** to the instructor (or TA). If it is necessary to speak, we will move you temporarily to a separately room.
- 6. The use of Internet except Blackboard and ZOOM is **not allowed** during the assessment.
- 7. We will distribute the mock assessment paper on Blackboard as a **test** called “**Mock Assessment**” in “**Mock Assessment**” folder.
- 8. We will record the timestamp once you open the test. If you enter the ZOOM room after opening the test, this will be regarded as **cheating**.

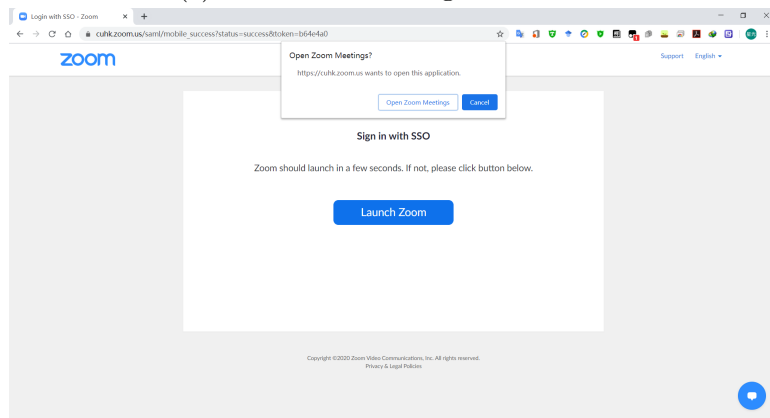


(a) Sign in with SSO

(b) Type “cuhk” Domain



(c) Finish CUHK Login



(d) Open ZOOM

Figure 3: Using CUHK ZOOM Account on PC

9. The test will be visible when the mock assessment starts. Then, the students start to answer the questions at the assessment **starting time 9:30am** by clicking on “**Begin**” in the test of the assessment as shown in Figure 4.

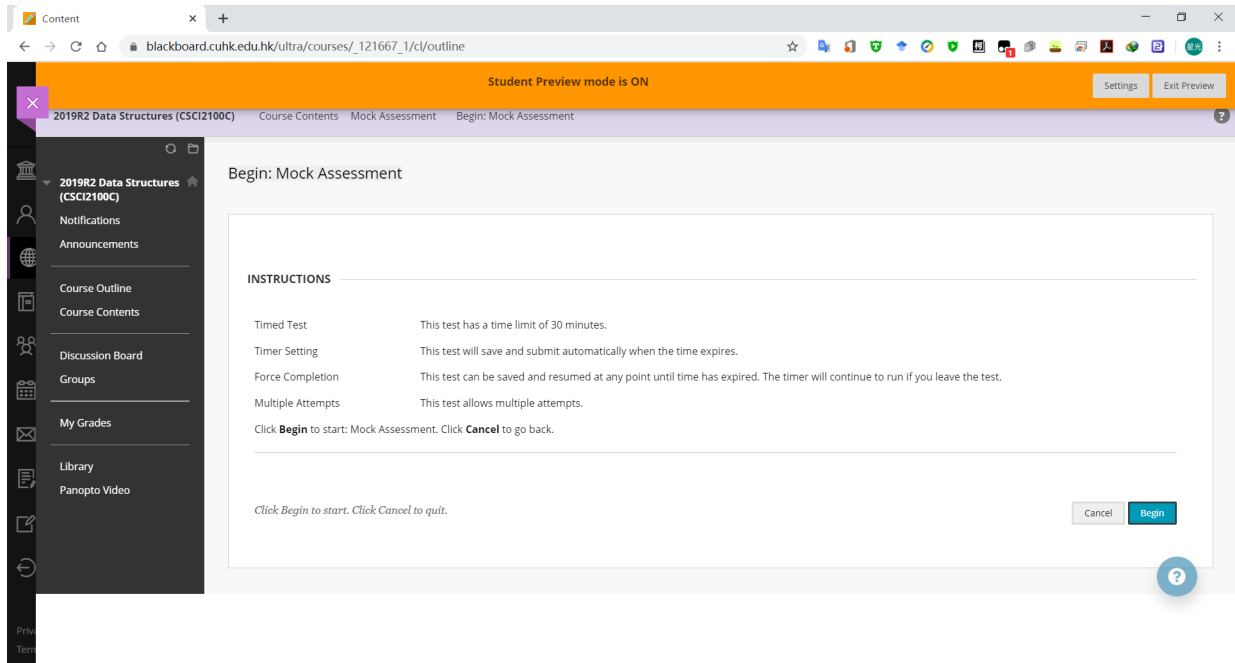


Figure 4: Begin the Test

10. During the test, you will see “**Remaining Time**” on the left top of the window as shown in Figure 5. Remember that this is only an **estimated remaining time**. You should arrange your time based on the announced **ending time 9:50am**.
11. In the test, you can see all questions simultaneously. Please **DO NOT** write your solutions in the answer box as shown in Figure 5. You should write your solutions **on paper or on your tablet**.
12. If you exit the test by accident (we hope not) such as closing the browser, feel free to find the test and click on “**Continue**” to continue your test as shown in Figure 6.
13. Once you finish all questions, you must click “**Save and Submit**” on the Blackboard test and click “**OK**” on the pop-up window to submit the test so that we can record the version of problems you take since all problems are randomized during the test as shown in Figure 7.
14. You have three choices to submit your hand-written solution as clear photocopy electronically.
- 14.1. Submit your solutions to the **assignment “Mock Assessment Solution”** in the “**Mock Assessment**” folder on the Blackboard as shown in Figure 8 **before 10:00am**.

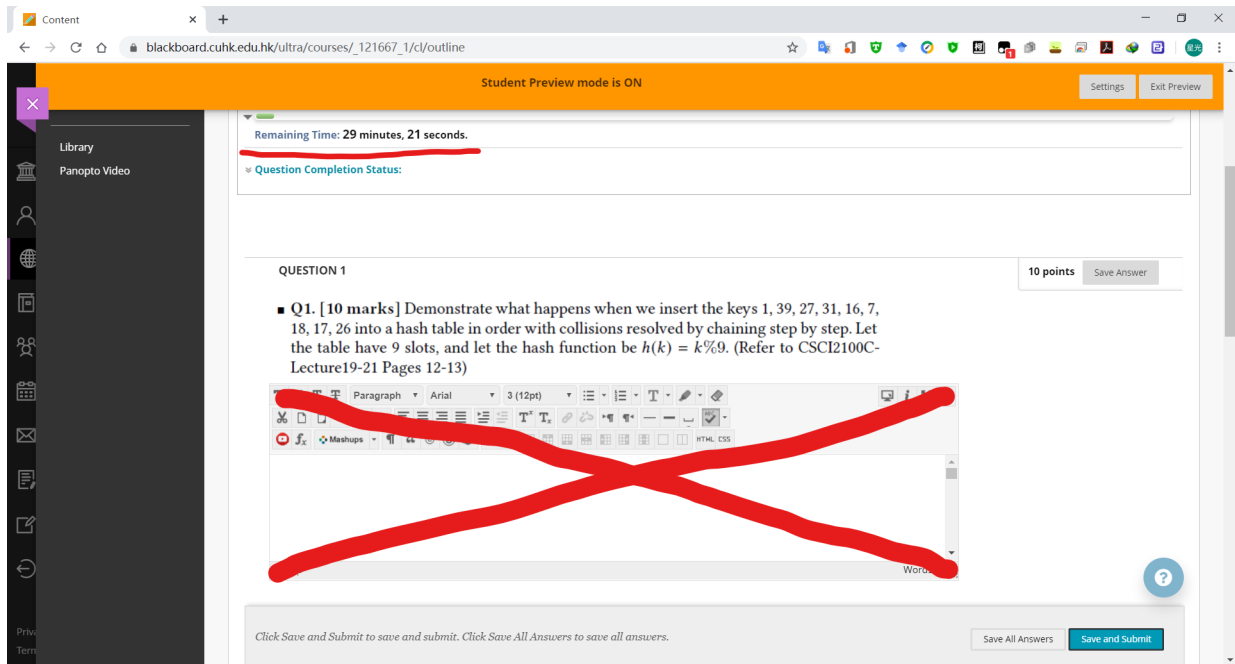


Figure 5: Answer the Test

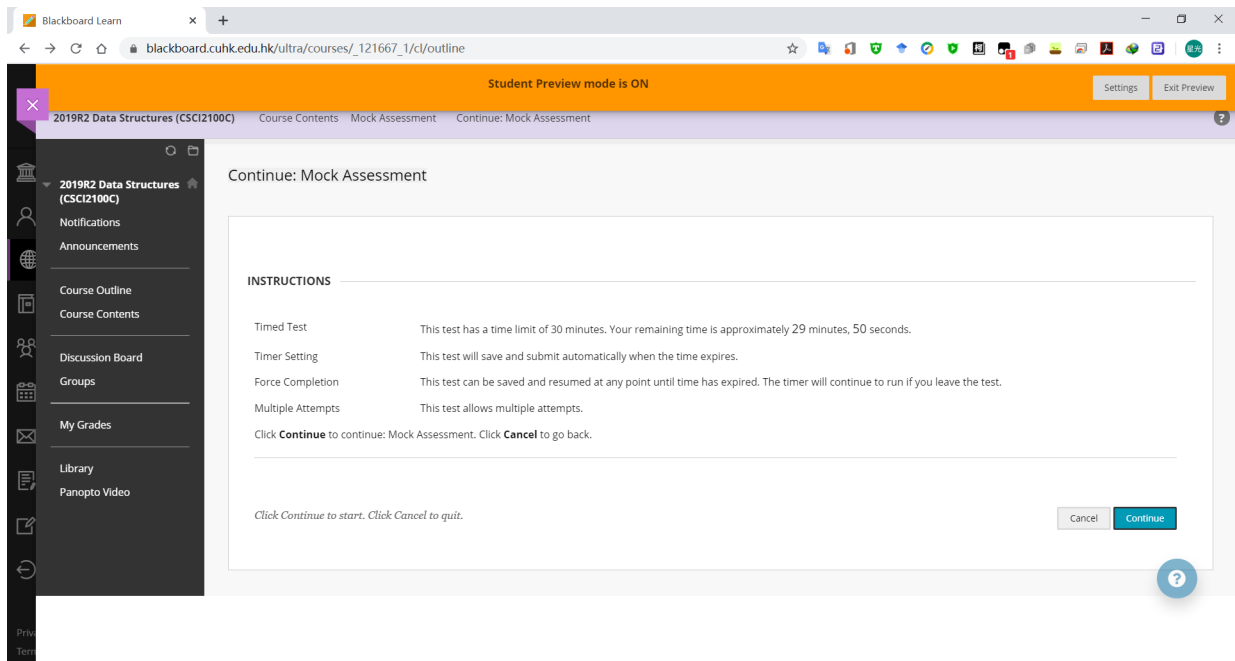


Figure 6: Continue the Test

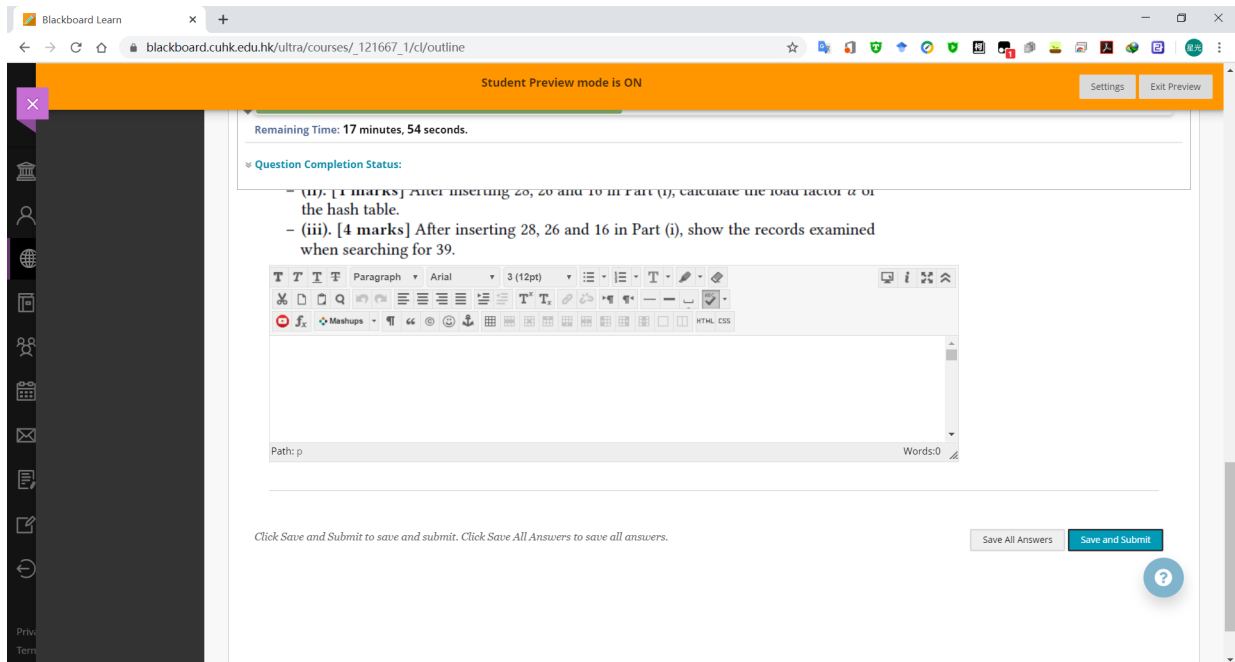


Figure 7: Save and Submit the Test

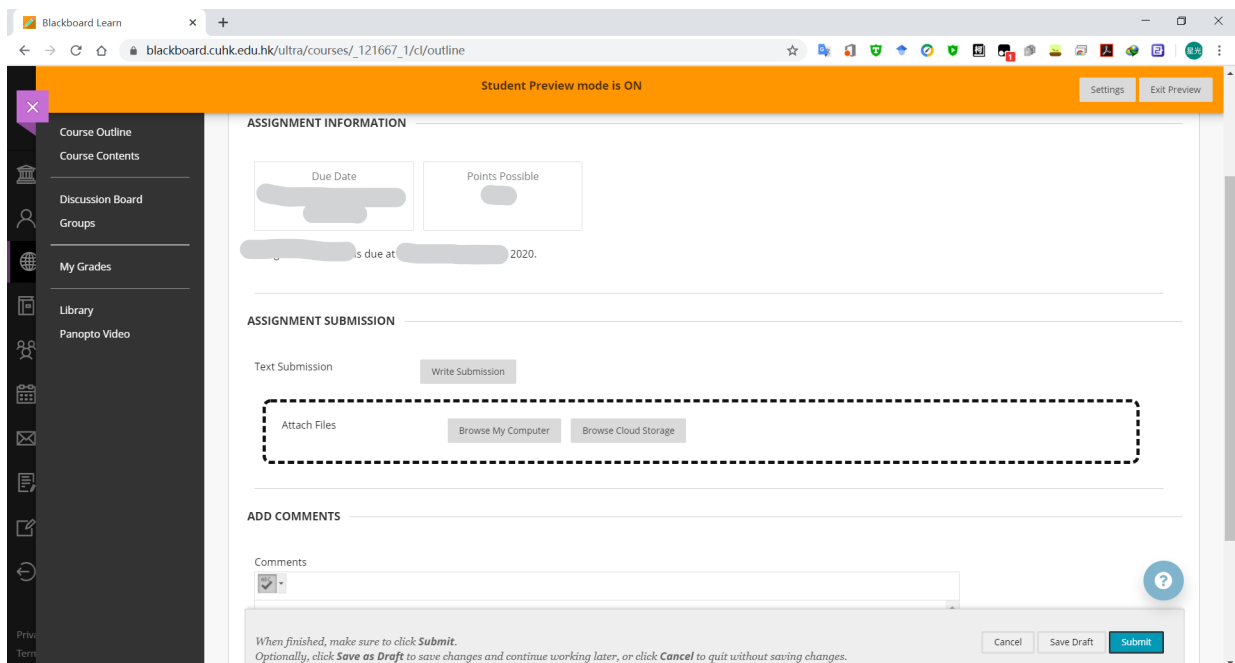


Figure 8: Submit your Solution as an Assignment

- 14.2. Submit your solutions to your emergency contact TA (or instructor) by WhatsApp **before 10:00am.**
- 14.3. Choose the photos of your solutions, compress them as a zip file and upload it to OneDrive as shown in Figure 9 (Android as an example). You should name the file with student id, copy a link that we can access your zip file without any password as shown in Figure 10, and share this link to us by WhatsApp or ZOOM chat room **before 10:00am.**

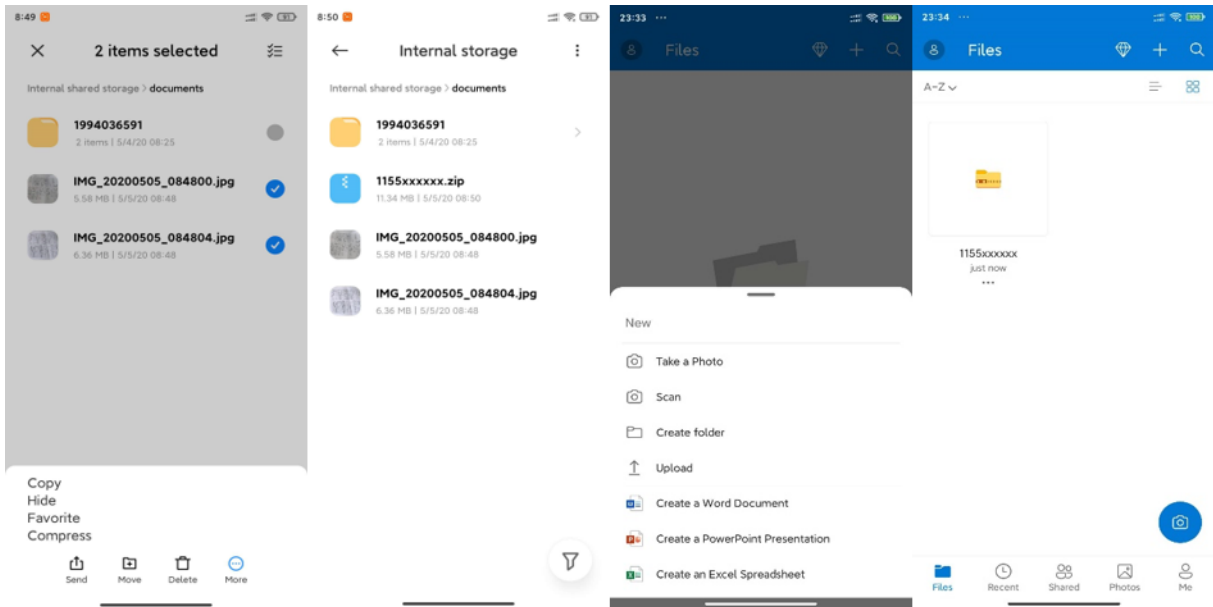


Figure 9: Compress your Solution and Upload it to OneDrive

You may minimize ZOOM (not close) on your mobile phone to take pictures and submit them via your mobile internet browser directly from the Photo Library. Your assessment will be graded based on the photocopy of your hand-written solution **ONLY**.

15. Please **DO NOT** leave the ZOOM meeting room before the teaching team announces the completion of the mock assessment. The teaching team will check the status of the assignment “**Mock Assessment Solution**” to make sure that all of you have submitted your solutions successfully. **Please be reminded that we will not accept solution submissions after 10:00am.**
16. Please understand that it is important for the teaching team to ensure that all students respect and abide by the above rules of exam. An examinee violating the rules risks disqualification from the exam and the case will be reported to the disciplinary committee of the Faculty of Engineering for investigation.

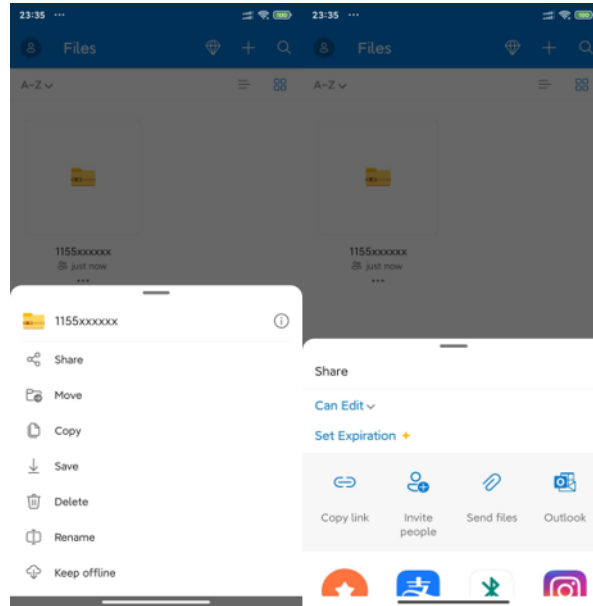


Figure 10: Copy the Link

Only for true emergency

In case you really lose your connection during the assessment (we hope not), please use WhatsApp to contact us immediately!!! If you have difficulty to submit your answers to Blackboard, please let our TAs know **before 10:00am**.