CS2100 Midterm Instructions
For Students

The midterms for CS2100 will be held on **Monday, 4 October 2021** from **7.00pm to 8.00pm**. This document contains the instructions and the expectations required from students who will be taking the midterm exam.

1 Preparing for the Midterm

1.1. **ENSURE** that you are familiar with the **E-Exam SOP for Students** found here. Login with your NUSNET account to access the web-page.

1.2. Ensure that you have the following available and running on a computer with internet access:

- Web browser such as Firefox or Chrome
- The Zoom desktop application (Audio should be enabled so that you can hear your proctor, microphone should be muted and video disabled)
- FFmpeg (recommended) or other tools for screen recording.

1.3. Ensure that you have the following available on a mobile device with internet access:

- A camera for recording your surroundings
- Zoom mobile application (Audio should be disabled and video enabled)
- LumiNUS mobile application. Alternatively, a web browser such as Firefox or Chrome to access the LumiNUS web-page

1.4. Alternatively, you may use an external webcam or camera connected to your computer instead of a separate mobile device.

1.5. The test is **OPEN INTERNET**. You are allowed to access both physical and digital notes, or othermaterial. You may also access any online resource **as long as you do not use it to communicate with anyone within or outside of CS2100. If you communicate with anyone other than the proctor, you will be deemed to have cheated and disciplinary action will be taken against you.**

1.6. **Only one monitor screen, one keyboard, and one mouse is allowed to be used. If you are connecting a WIRED keyboard or WIRED mouse to your laptop, ensure that your laptop keyboard and touch-pad are covered by a piece of paper throughout the assessment. Wireless keyboards and mice are NOT ALLOWED.**

   No exception will be made. Please secure a WIRED keyboard and WIRED mouse NOW if necessary.

1.7. You are allowed to use a calculator.

1.8. **No wireless equipment is allowed to be used**. This includes wireless mice, wireless keyboards etc.

1.9. **No headphones or earphones are allowed to be used during the exam.**.

1.10. **No other electronic devices, other than the ones stated above, are allowed to be used during the exam**.

2 Zoom Policies

2.1. Your Zoom details will be uploaded to your Gradebook under the item "Midterm Zoom Details". Please check to ensure that you can access your respective Zoom meetings.

2.2. Please join your Zoom meeting by 6.15 pm latest. You will be disqualified from the midterm if you are not in the Zoom meeting by 7.00pm and will receive zero even if you submit your answers.

3 Recording Your Screen with ffmpeg

Instructions for using ffmpeg on Windows, MacOS and Linux can be found here. You can also use other software like VLC, Quicktime, etc. Please familiarize yourself with how to record your screen before the midterm.

4 Q & A During the Midterm

4.1. QA will be over Google Forms and Google Sheets. The Google Forms can be found here and the link will also be given in the quiz, but the Google Sheets link is customized to you. Please obtain it from the Gradebook under the Midterm Google Sheet Details item.

4.2. Phrase your questions so that they can be answered with "Yes", "No" or "No comment". Ask only single questions at a time (i.e. do not ask questions with multiple parts). The answer will be posted in the Google Sheet.

4.3. If you get "Rephrase", it means that you have phrased your question in a way that cannot be answered with a "yes" or "no", or your question consists of multiple parts. You will need to rephrase your question appropriately. If you get a "No comment", it can also mean that your question is already answered in the paper, or that we cannot answer the question.

4.4. Do not use any other device to communicate. If you do, you will be disqualified from the midterm and receive 0 even if you submit your answers. You must not be seen to be usingANY OTHER DEVICE during the midterm.

5 Before 6.00 pm

5.1. Ensure that you have fulfilled the equipment requirements and restrictions listed down in Section 1 Preparing for the exam.

5.2. Set up your recording camera and work environment. Ensure that the following can be seen by the video footage of your camera:

- The computer / monitor screen
- Your work environment, including the desk, and the writing materials being used
- Your upper body, inclusive of your head, shoulders and hands. This is to ensure the pair of hands shown belongs to you.

5.3. If required, prepare the command needed to start the FFmpeg screen recording.

5.4. Prepare your matriculation card or other photo identification (eg. Passport) **BEFORE** the exam. This will be required for taking attendance.

5.5. Prepare your notes, references and other writing materials.

5.6. Go to the washroom before the start of the exam. Once the assessment has begun at 7 pm, you will NOT be able to leave the view of your camera for ANY reason at all**. Doing so will disqualify you from the assessment and you will receive zero marks.**

6 From 6.15pm to 6.50pm

6.1. Enter the zoom meeting room assigned to you.

6.2. The proctor will take attendance, and check your matriculation card or photo identification. While waiting for your name to be called, you may continue preparing your work environment if required.

6.3. If required, the proctor may ask you to adjust your camera or other equipment to ensure you adhere to the required setup.

6.4. The quiz will be available in the Quiz tool, it is called "CS2100 Midterm Quiz". The quiz is password protected and the password will be announced by the proctor verbally and in the Zoom chat. It will also be announced in the CS2100 Official Chat on Telegram.

6.5. The proctor will give you the instruction to start the screen recording.

6.6. Await any further instructions from the proctor.

6.7. Visit the washroom and attend to any other needs, as no breaks will be allowed during the midterm. **If you leave the view of your camera during the midterm you will receive zero marks.**

7 From 6.50pm to 7.00pm

7.1. All to get ready for the start of the exam.

7.2. The Quiz should now be visible on LumiNUS. Pay attention to the proctor as he or she will shortly announce the password. The password will be announced verbally, in the Zoom chat, and in the CS2100 Official Chat group in Telegram.

7.3. **In the event that LumiNUS goes down, the paper will be made available over both your official email address and https://www.comp.nus.edu.sg/~cs2100. Listen to instructions from your proctor and check your email for instructions.**

8 From 7.00pm to 8.00pm

8.1. At 7.00pm, the proctor will release the password on the Zoom text chat, and also read out the password. This will signal the start of the 1 hour you have for the midterm.

8.2. The 60-minute countdown will begin as soon as you enter the password.

8.3. **Your recording camera should be switched on at all times. You will receive ZERO MARKS if your camera is switched off at any point in time during the assessment.**

8.4. **You are not allowed to leave the vision of the recording camera at any time during the midterm. This includes toilet breaks. You will receive ZERO MARKS if you leave the view of your camera at any point in time for ANY reason at all.**

8.5. **You are not allowed to communicate with anyone other than the proctor or other teaching staff during the exam. If you attempt to communicate with anyone, this will be treated as a case of cheating and disciplinary will be taken against you. This also includes anyone outside of the CS2100 module.**

8.6. If you require any clarification with regards to the exam questions, please use the Google Form provided to you. You should not ask your proctor.

9 Submission of Answers

The quiz will automatically close after 60 minutes. Hence there is nothing that you need to do to submit your quiz.

10 After the exam

10.1. Please wait for instructions from the Proctor on when you can leave the Zoom meeting.

10.2. After leaving the zoom session, you may stop the FFmpeg recording. Name your file with your matriculation number. Eg. `A1234567B.mp4`

10.3. Ensure that the filesize does not exceed 800MB.

10.4. Submit the FFmpeg recording by **11.59pm** at this link.

11 Frequently Asked Questions

11.1. What happens if the recording stops or pauses halfway through the exam?

Ans: Attempt to resume or restart the recording. If required, you will upload multiple video files.

11.2. Can I display my screen on an external monitor with the screen on the laptop off?

Ans: Yes, if the monitor on the laptop is off at all times. To prevent problems such as the laptop screen turning on accidentally, keep the laptop lid closed or cover the screen physically.

11.3. What if I have more than one screen?

Ans: All additional screens must be switched off AND covered. Use paper, cloth etc to coverall additional screens. If any additional screens are left open, you are considered to be using them even if they appear to be powered off. Please cover ALL additional screens.

11.4. What does "Any printed or online materials" mean?

Ans: Literally what it means. You can use anything printed like textbooks, notes, tutorials, etc., and any website, electronic document etc. Yes, Google is allowed.

HOWEVER, you MUST NOT communicate at all with anyone, whether through a website, through a Google sheet, etc. There is to be NO COMMUNICATION OF ANY FORM except with the proctor.

11.5. If I am using my phone's camera for proctoring, how do I use it to scan my answers?

Ans: You may turn off your proctoring camera during the period allocated for scanning. However you should turn it back on once you've finished scanning and uploading your answer script.

11.6. Can I use a scanner in another room?

Ans: NO, you must not leave the view of your proctoring camera at any point in time. If you want to use a scanner, make sure it is in the view of the proctoring camera.

11.7. Can I use my tablet (e.g. iPad) to answer the questions?

Ans: Yes you may, however you must have screen recording running and CANNOT use another device like your laptop. In addition you must have a separate proctoring camera and cannot use the camera on your iPad for this purpose since it does not capture your hands.

11.8. Can I use the camera on my laptop for proctoring?

Ans: NO, unless it allows you to capture your head, shoulders and hands.