**Marmara University - Computer Engineering Department – Guidelines for Online Exams - 11/01/2021**

All exams (final exams and makeups) will be conducted via Zoom with camera-based proctoring. If you have an objection and do not accept the following rules, contact the department head before January 15th. In that case, the instructor will provide you a *special session for one-to-one online oral exam. In this oral exam, you will be asked to open your webcam, but the exam will not be recorded.* Note that no objection will be accepted after January 15th.

An exam requires 5 steps, which are summarized below.
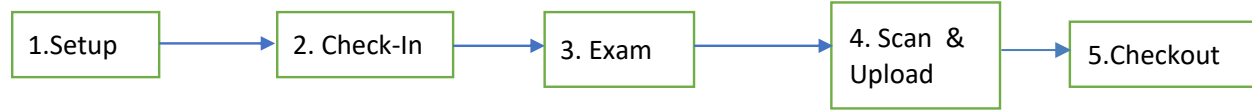
1.Setup

- Each student should have a laptop (or a desktop) with a webcam. If you don't have a webcam, you will not be allowed to take the final exam.
- You will need a desk to take the exam. You should remove all other electronic devices except your laptop/desktop, a single monitor and your mobile phone from the room during the exam.
- Place your webcam so that your *face*, *hands*, your *mobile phone* and the paper that you are writing on are all visible. Please check the sketches given in Figure 1 for the desk layout. The video viewpoint will be corner of your workspace and you might need to raise your laptop with several books etc., as well.
- You should be alone in the room during the exam. Make sure that the room is well-lit and will be as quiet as possible during the exam.
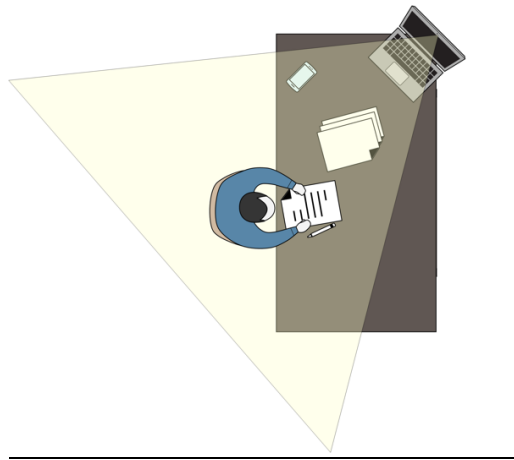
Figure 1: Desk layout during the exam

- Note that your mobile phone should be muted during the exam.
- You must keep your microphone muted during the exam but make sure that you can unmute yourself when you asked to do so. Also note that speaker of your computers should be unmuted during the whole exam.

- Make sure that your laptop is connected to power during the exam. Your mobile phone should also have enough battery level.
- Make sure that you disabled the screensavers on your laptop/desktop.
- You are not allowed to use headphones, smartwatches, AirPods etc. during the exams.
- Turn off all notifications and close all applications on your laptop/desktop.
- *It is not allowed to use a printer to print out the exam questions; you will see the questions on the Zoom screen.*

2. Check-In
- Before the exam, you should register to the exam sessions with your own Zoom account. Your Zoom name should be your "FirstName_LastName". If not, please rename it. You should use your full name as it appears on your ID card.
- You will be admitted to one of the rooms in Zoom platform. In each room, there will be a *proctor* (a teaching assistant). The proctor is responsible for watching and assisting you from the ZOOM screen, similar to the on-site exam. The proctor can contact you by calling your name and guide you to follow exam rules. That is why speakers of your computer should not be muted.
- The exam session will be recorded. Video recording will only be stored in a local device and will be deleted just after the grading of the exam.
- You should show your student ID card to the camera when you are asked to do so. You need to approach your ID card to the camera with a distance of 5 cm. You should also quickly show the front and back of all the blank pages when it is asked by the proctor.
- Please be sure that your webcam shows your hands, your face (from a frontal view if possible), and your mobile phone as well as the blank pages (see Figure 1) during the whole exam.

3. Exam
- Each exam will consist of two or three sessions. Each session will be up to 50 minutes long and between the sessions you will be given at least 10 minutes for uploading your answers to UES. You should not leave the Zoom session between the exam sessions.
- The exam questions will be prepared in large fonts, but you are allowed to approach your computer screen to read the questions for a short period of time during the exam.
- You are not allowed to touch or use the mouse or keyboard during the exam session. (You are only allowed to use them while uploading your answers).
- If an urgent issue arises, you can raise your hand. The proctor can then allow you to use the chat window, to communicate the problem.
- The proctor will verbally announce the time remaining in the exam session.
- The exams will be held closed book / closed notes. For some of the courses, an A4 sized cheat sheet may be allowed. The instructor will inform you before the exam.
- You cannot end the Zoom session before the proctor tells you to do so.
- If you are disconnected for any reason, try to reconnect as soon as possible. If you stay disconnected for more than two minutes your exam may be regarded as invalid. If you experience a serious technical problem and cannot continue the exam, please inform the instructor via email at the earliest time.

- Even if you finish your exam early, you cannot start to scan and upload process before the proctor tells you to do so. All the students should upload their papers simultaneously.
- You are not allowed to leave your desk between two sessions. You may only leave for a short time with the permission of the proctor (in case of any necessity), but you should be ready just before the start of the session.

4. Scan and Upload
- At the end of each session, the proctor calls that time is over. Then you should immediately number the pages, put the pencils on the table and scan all exam papers properly. You are advised a proper scanning application (such as CamScanner).
- Then prepare a pdf and rename it as your "FirstName_Lastname_Sessionno.pdf". "Sessionno" in the file name stands for the session number (such as 1, 2 or 3). So the pdf file that you will upload after the *second session* should be named as "FirstName_LastName_2.pdf". It should be uploaded to the UES system on time. Be sure that you upload to the correct exam session.
- You are given at least 10 minutes at end of per session for this step (scanning all papers, generate a PDF and upload to UES).

5. Checkout
- After you upload your exam papers, please keep your phone on the desk. After all the sessions completed, the proctor calls each student's name and asks whether he/she have finished the upload process. When the proctor calls your name, you should show each sheet used to answer the questions in all the sessions one by one to your camera.
- If you have finished, the proctor will take you out of the Zoom session and mark your name in the exam instructor document. After checking out, all the answer sheets should be kept in a proper and safe location without any modifications in case they are needed.

__References__: This document was prepared by adapting similar documents from Gebze Technical University and Bilkent University.