**Online Exam Instructions**

**Exam Discipline**

1. This exam is open book, open notes. You can read our slides (annotated or plain), read the class online textbook, and use a calculator on your mobile devices or computers.

2. It is strictly forbidden to take exams on behalf of others, plagiarize, use the Internet to inquire answers, etc.

3. If suspected similar exam papers, suspected cheating, etc. are found in the exam papers, measures such as cancellation of scores will be taken.

4. The entire exam will be recorded.

5. Please enter the Zoom meeting room at least 20 minutes in advance for testing. After the exam starts, latecomers are not allowed to enter the exam.

6. If the paper is handed in overtime, the score will be counted as zero.

**Exam Preparation**

1. Prepare one computer or iPad for calculation, looking at test questions, taking photos and submitting your answers to eLearning.

2. Print the answer sheet in advance, and prepare scratch paper, stationery, and calculator. Please refer to the attachment for the sample answer sheet. If it is not convenient to print, please prepare enough A4 paper in advance and handwrite the header of the answer sheet.

3. Please be familiar with taking photos of multiple answer sheets and synthesizing them into a PDF document in advance. Adobe Acrobat 9pro or扫描全能王is recommended.

**This exam adopts a single camera to monitor.**

1. Please use your computer or iPad to enter the Zoom meeting, which is the same as the meeting room that is usually used for taking class.

2. Ensure that the camera of the device can show your face clearly and don’t use any blur effects on your background.

3. Please pay attention to connecting the device to the power supply, and turn off the automatic black screen setting to keep the screen always on.

**Exam process**

1. Enter the Zoom meeting room at least 20 minutes in advance and set up the monitoring device as mentioned above.

2. Get exam papers through eLearning system.

3. Write the content of the answer by hand on the answer sheet prepared in advance and write the question number clearly.

4. Take photos of multiple answer sheets and synthesizing them into a PDF document at least 10 minutes before the end of the test.

5. Change the document name to your "name + student number" and submit the test paper through the eLearning platform. The eLearning system may be crowded near the end of the test, making it hard to submit successfully, so please submit as early as possible.

6. If the submission fails on eLearning system, please take a screenshot of the failed submission as evidence, and immediately send the answer sheet and screenshot to the teacher via email with a copy to the teaching assistant. We will take the last modification time of the answer sheet as the submission time.