Dear participants,

We have scheduled the mock exam for May 28, 2021, during the regular exercise hour.
The exam will not be graded and is only to familiarize ourselves with the setup and execution.
Students will have 10 minutes for the mock exam and 60 minutes for the real exam to finish the writing.
In the next ~15 minutes, students will send us their answer sheets.
Only when we confirm that we received the answer sheets for each student, can they leave the Zoom call.

Students must carefully read the following instructions for the smooth execution of various tasks in various phases of the mock exam and the real exam.

1. **Setup**
   a. Make sure you have a good and stable internet connection.
   b. Make sure you have either a printer (to print the exam) or a mouse/trackpad to scroll in case you need to view the paper on the PC screen.
   c. You have **at least 3** A4 blank papers ready with your first and last name, matriculation number, and page numbers already written on each side of the pages.
   d. You have the possibility to either scan or take photos of your answer sheet. You are supposed to submit the answer sheet as a **single** PDF. You can use a scanner (if you have one) or use a mobile app, such as CamScanner (freely available for both iPhone and Android phones) to scan the answer sheets. If you are going to scan your answer sheets using an app, then kindly try it before the exam to make sure that you know how to work with it. Kindly note again, even though you have multiple images, send us one single PDF.
   e. Make sure you have a quiet surrounding during the exam. You will need a work area that places the camera (either a laptop, a webcam, or a tablet) some distance from where you are writing. It means the camera will need to **be about one meter** from where you are working. The camera will need to view **not just your face** but be able to see your paper and surrounding area.
   f. On the exam day you need to sign the self-declaration form. You can either (in case you cannot print it) sign it digitally and then send it to us, or you can print it, sign it, scan it, and then send it to us via email. Make sure you have necessary arrangements ready.
2. **On the exam day**
   a. Make sure your laptop or any other machine that you will use has enough power charge.
   b. Make sure to enter the Zoom call **sharp at 9:45**. Make sure you first log in to Zoom using the unibe credentials (https://unibe-ch.zoom.us/). We will authorize you individually.
   c. By default, we will mute you, and your video sharing will be on.
   d. We will upload the question paper to Ilias as a resource at 10:10. You can either print it or view it on the screen in case you do not have a printer. In any case, using a keyboard is forbidden during the exam. You can only use a trackpad or a mouse for scrolling.
   e. Make sure you leave a line or space to separate your answers to different questions. Make sure you specify the corresponding question number next to your answer.
   f. In case you have any questions, use the **raise hand** feature of Zoom. You can find the button in the actions at the bottom of the screen. Assistants will admit you to a breakout room where you can ask your question and then return back to the original call.
   g. In case you have any emergency, such as a sudden internet drop, you can reach out to us on the following number: **+41 76 488 02 89**
   h. Once the exam is over, you need to be quick to scan all the pages **in the right sequence** and **make one single PDF** of it. Make sure you name the PDF using the following convention: ***surname_givenname_matriculationnumber.pdf*** (e.g., "Muster_Hans_12-345-678.pdf")
   i. You have **15 minutes** to scan the papers, make PDF, and send it to us through the following Google form: https://forms.gle/2Dum8Lnv3Xp6fq2B6
   j. Please note that you need to have **a Gmail account** to upload your answer sheet PDF as Google form requires **a Gmail account.**
   k. Only when we confirm that we received your answer sheet PDF can you leave the Zoom call.

Zoom link for the real exam: https://unibe-ch.zoom.us/j/65451502589