

# CS1231S Final Exam Instructions

CS1231S Teaching Team

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The final exam for the module CS1231S will be held on **Wednesday, 25 November 2020** from **9am to 11am**. This document contains the instructions and the expectations required from students who will be taking the final exam.

## 1 Preparing for the exam

- 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 on a computer with internet access:
  - Web browser such as Firefox or Chrome
  - The Zoom desktop application (Audio should be enabled and video disabled)
  - PDF reader such as Adobe Reader or SumatraPDF
  - 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)
  - PDF Scanner such as Microsoft Office Lens or Adobe Scan
  - 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 BOOK**. You are allowed to access both physical and digital notes, or other material.
- 1.6. **Only one monitor screen, one keyboard, and one mouse is allowed to be used.**
- 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 Before 8.25am

- 2.1. Ensure that you have fulfilled the equipment requirements and restrictions listed down in Section 1 **Preparing for the exam**.
- 2.2. 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.
- 2.3. If required, prepare the command needed to start the FFmpeg screen recording.
- 2.4. Prepare your matriculation card or other photo identification (eg. Passport) **BEFORE** the exam. This will be required for taking attendance.
- 2.5. Prepare your notes, references and other writing materials.
- 2.6. Go to the washroom before the start of the exam.

## 3 From 8.25am to 8.55am

- 3.1. Enter the zoom meeting room assigned to you.
- 3.2. 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.
- 3.3. If required, the proctor may ask you to adjust your camera or other equipment to ensure you adhere to the required setup.
- 3.4. You may download the question paper on LumiNUS under **Files** → **Final Exam** with filename **finals.pdf**. The question paper is password protected and the password will be revealed at the start of the exam.
- 3.5. The proctor will give you the instruction to start the screen recording.
- 3.6. Await any further instructions from the proctor.

## 4 From 8.55am to 9am

- 4.1. All to get ready for the start of the exam.
- 4.2. **Students who are not in their respective Zoom session by 9am will be barred from taking the exam and will receive 0 marks.**

## 5 From 9am to 11am

- 5.1. At 9am, the proctor will release the password on the Zoom text chat, and also read out the password. This will signal the start of the 2 hours you have for the exam.
- 5.2. **Your recording camera should be switched on at all times.**
- 5.3. **You are not allowed to leave the vision of the recording camera at any time during the exam.**

- 5.4. **You are not allowed to communicate with anyone other than the proctor or other teaching staff during the exam.** This also includes anyone outside of the CS1231S module.
- 5.5. If you require any clarification with regards to the exam questions, you may communicate with the proctor through the zoom text chat. If required, the proctor will relay the question to the lecturers for further clarification.
- 5.6. Please refer to Section **6 Submission of Answers** to instructions on submitting your answers. You will be given time to submit your answers after the end of the exam at 11am.
- 5.7. Note that you are not allowed to leave the zoom session, even if you have submitted your solutions to LumiNUS before the end of the exam.

## 6 Submission of Answers

- 6.1. **Ensure that your matriculation number is written on the first page in your submission.**
- 6.2. Scan the pages of your answers to be submitted and compile them into **one single PDF file**. Name your file with your matriculation number. Eg. A1234567B.pdf
- 6.3. Ensure that the filesize does not exceed 20MB.
- 6.4. Submit your answers to your personal LumiNUS folder in **Files** → **Final Exam** → **TXX** → **Name** where **XX** is your tutorial group number and **Name** is your full name.
- 6.5. In the event LumiNUS is down, the proctor will give instructions for you to email your answers to Aaron at `tantc@comp.nus.edu.sg`.
- 6.6. You will be given **5 minutes** to submit your answers after the end of the exam.
- 6.7. You are also advised to submit before the exam ends at 11am if you may need more time for scanning.

## 7 From 11am to 11.05am

- 7.1. The proctor will announce the end of the exam, and announce to all students to stop all work.
- 7.2. Submit your answers to LumiNUS following the instructions in Section **6**.
- 7.3. Once you have ensured that your answers are submitted on LumiNUS, you may leave the zoom session.
- 7.4. **It is your responsibility to ensure that your answers are submitted on LumiNUS on time. Any submissions after the 5 minutes scanning time will result in a penalty of  $10 \times \text{ceiling}(x)\%$  of the total mark you obtained in the paper, where  $x$  is the number of minutes the submission is late by.**

## 8 After the exam

- 8.1. After leaving the zoom session, you may stop the FFmpeg recording. Name your file with your matriculation number. Eg. A1234567B.mp4
- 8.2. Ensure that the filesize does not exceed 800MB.
- 8.3. Submit the FFmpeg recording by **2pm** in LumiNUS at **Files** → **Finals recordings** → **TXX** where **XX** is your tutorial group number.

## 9 Frequently Asked Questions

- 9.1. Can I turn off the proctoring camera to use it to scan my answers?

Ans: Yes. If you are planning to start scanning before the end of the exam, what you should do is:

- (i) Notify your proctor.
- (ii) Once the proctor gives the go ahead, turn on laptop webcam (if there is one).
- (iii) Turn off zoom webcam on phone.
- (iv) Scan your answers with the phone.
- (v) Return to your original setup.

If you are scanning in the 5 minutes after the exam has ended, there is no need to notify your proctor.

- 9.2. Can we use a printer to scan our written answers instead of phone scanner apps?

Ans: Yes. Bring the printer into the view of your phone camera so that your proctor can observe the printing process. You are advised to put the printer in position at the beginning of the test.

- 9.3. Can I use a tablet to write my answers or view notes or documents?

Ans: If you are using the tablet on top of another desktop PC or laptop, no. You should only have one main device that is screen recording, and all other devices are supplementary for proctoring / scanning.

- 9.4. 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.

- 9.5. How do I ensure that my video recording is less than 800MB?

Ans: You should try out a sample recording that lasts more than 2 hours. With the right settings on `ffmpeg`, your file should be less than 200MB.

- 9.6. 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.