

EE4204/TEE4204 Online Examination Procedures (For Students)

FINAL EXAM: Thursday, 25 November 2021, 09:00 AM Singapore

- **BEFORE THE EXAM:** Please take note of the following before Final Exam Day.
- All files can be downloaded from LumiNUS Files. Go to the folder named Final Exam Folder and then to the sub-folder named Final Exam Material.
- Read the Online Examination Procedures (this file) and EE4204-Instructions-to-Candidates.pdf carefully.
- All ECE online examinations are proctored using Zoom. Please read carefully the instructions at <https://wiki.nus.edu.sg/display/THES/Proctoring+with+Zoom>
- The Zoom link for your Final Exam Group should be visible in LumiNUS Conferencing. Please check that you can see the Zoom meeting for the Final Exam before the exam. Contact the module lecturers if you cannot see the Zoom meeting information in LumiNUS Conferencing.
- Please set up an external camera (e.g., mobile phone is ok) that shows your screen and your hands. Please make sure you have a working camera and microphone. Please keep the camera on at all times during the entire online examination.
- Do not turn on the virtual background feature of Zoom.
- Turn on your audio so that you can hear announcements from the invigilator.
- Make sure your Zoom chat window is visible - this is how examiners and invigilators will communicate with you, and you with them.
- Ensure that you have your Student ID card with you. You will be asked to show it to verify your identity.
- In order to facilitate emergency communication with you during the online examinations, please make sure that your mobile phone number in EduRec is correct and up-to-date.
- Download the Cover Page and Exam Declaration file: ECE-exam-cover-page-declaration.pdf

- **At 08:30 AM:** Log onto Zoom using the link for your Final Exam Group in LumiNUS/Conferencing.
- Attendance will be taken by your invigilator. Please be ready to show your Student ID Card.
- **IMPORTANT:** Enter your display name as follows: "Student ID Full Name", e.g. "A1234567R John Wong".
- **IMPORTANT:** Students are to log onto Zoom by 08:30AM on Exam Day. The exam will start at 09:00AM sharp. No latecomers will be allowed. There will be no admission to the exam after 09:00AM.

- **At 08:50 AM:** Download the file EE4204-Final-Exam-Paper.pdf and follow all instructions in there.

- **At 09:00 AM:** Get the password from your invigilator and start the Final Exam.
- During the Final Exam, you can communicate with the invigilator via Private Chat in Zoom.

- **At the end of the Exam:** Scan or Photograph each page and compile into ONE PDF file in the following order: (i) cover page, (ii) signed declaration form, (iii) and your answers.
- **NOTE:** You can create your combined PDF document only after 10:50 PM (please wait for your invigilator's instructions).
- Name your file: <Student Number>-<module code>.pdf (e.g.: A1234567R-EE4204.pdf).
- Upload ONE combined PDF file to the LumiNUS folder under Final Exam Folder labeled Exam Group X Submission, where X is your Exam Group Number.
- **IMPORTANT:** Please carefully check your submission before uploading.