Spring 2023
CS224 Online Quiz Guidelines

(adapted from Ugur Dogrusoz's CS473 course)

- Each quiz will be given as a *Zoom exam* designed as detailed here.
- The entire meeting will be recorded.

Each exam meeting will consist of the following steps (explained in more detail on the next pages):

- **Setup:** Students set up the following (as detailed later):

    - a desk-chair
    - blank sheets
    - pencil-eraser
    - one page printed Greencard (cannot have PDF on the device)
    - a computer or a laptop
    - a smartphone

- **Session**: A session (one per question) starts when the proctor makes the first question available through Zoom. Students use a **single** blank sheet per session. At the end of a session: **Submit your answer through Moodle**: This is when you use a scanning app (e.g. CamScanner) on your smartphone and upload the scanned **PDF** to respective Moodle assignment. Submit a readable PDF as we cannot grade if we cannot clearly see what you wrote.

Setup

Each student is to have a proper setup as sketched on the right. Students that do not have proper setup will not be allowed in the exam. Here is items needed and their roles:

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- A quiet and well lighted (not too little or too much) **room**.
- A **computer** at a far corner of the desk with a Zoom client to participate in the meeting and to display the questions on the screen. No application other than the Zoom window, which should be maximized, should be visible on the screen! This is the Zoom client through which the proctors will communicate with you through the speakers (<u>no headphones</u> allowed!) <u>The microphone should be unmuted at all times</u> (muted/unmuted by the proctor as desired) and <u>the speakers should be on</u>.

- A **webcam**, with a decent resolution, on the computer or attached at the top of its monitor. This camera is to show *partially* the student and the *entire* workscape. When using a laptop, it might be needed to elevate it in order for the camera to have a good view of the workspace.
- A **smartphone** with a scanner app and an email app, responsible for communicating with the proctor / instructor in case of emergencies and scanning and emailing the answer sheet at the end of each session.
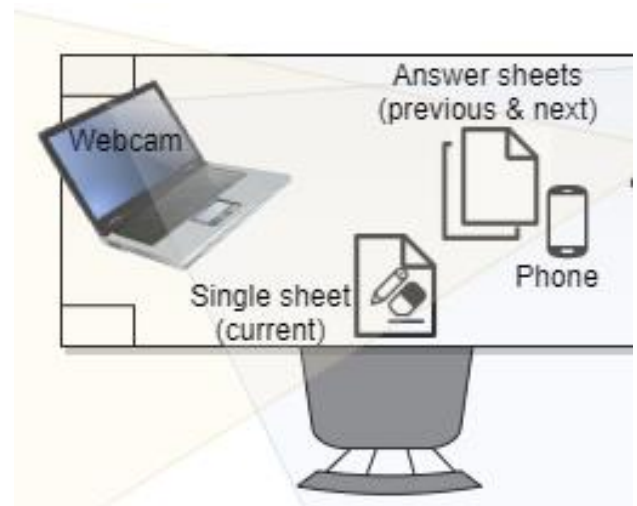
- The student needs to make sure the computer and smartphone have enough battery to last for the entire meeting.
- The student should use a Zoom account on their name or a display name that shows their official names (not nicknames, etc.) when joining the meeting.

Example of a good setup is shown on the left. The face, textbook, and answer sheets as well as the phone are visible and nothing else is on the table. It usually helps to raise your laptop a little.

Each student is to prepare a **<u>single</u>** blank sheet per question of each exam prior to the exam. They will have and write **<u>on only one sheet (both sides) per session</u>** (not allowed to change the sheet or use any other scratch sheets or whatsoever). **<u>No books or notes are allowed</u>** in online exams.

The student writes the following at the top of both sides of their sheet before they start the exam:

<student name> - <ID> - <date> - <exam name>

Ali Ozturk - 12345678 - March 29, 2021 – CS224 Midterm

The smartphone is to be used **<u>only</u>** to capture the final answer and immediately upload it to Moodle. Students **<u>must</u>** use a scanner app (e.g. CamScanner) on their phone for this purpose as such apps tidy up your pictures, correct their orientation, properly align your sheet with the boundaries of the document, etc. making them more readable. They are also convenient for bundling multiple scans together (i.e. front and back of an answer sheet) and sending as a single email (see [this tutorial](#)).

Potential issues

- In case if you think that you cannot abide by these rules for any reason contact your instructor.
- If Zoom exams cannot be properly conducted the instructor might prefer to do a <u>comprehensive verbal exam</u> instead.
- The instructor also reserves the right to evaluate individual students separately, probably with a comprehensive verbal exam, in case the instructor feels uncomfortable with the way the online tests were handled by certain individuals.

- In case a student's connection breaks and they join in immediately, the proctor might allow them back to the session. Otherwise, they'd have to wait for the next session. In case the proctor doesn't see you in the waiting room trying to join, call them on the phone.

- In case a student's connection breaks for more than several seconds during a session, that particular session might be cancelled for that student. The student will be allowed to participate in succeeding sessions assuming they make it back on time. However, it's up to the instructor to decide whether or not the student's exam will be declared valid or will be cancelled with a possible chance for a makeup (assuming this qualifies for a makeup).

- If a student violates these or other rules on Academic Honesty set forth by the Higher Education Council or Bilkent University, the proctor is to take a note of the time at which such violations took place and report it to the instructor after the exam. Such students will face disciplinary action.