# CSCI 4621/5621 Mid-term exam instructions

Test time: **10:00 AM to 12:00 PM on December 3rd**.
Venue: Our usual class channel. Link is below:
https://uno.zoom.us/j/99260637520?pwd=dGQ2WGhHWmYvbDFEMjdGUzZ1SUluZz09

Please carefully read all the below instructions and make sure to follow them for the final exam. Do contact me via e-mail if you have any questions.

- **No other browser tabs or applications during test**: The test will be taken live via Moodle. Once everything is set-up, I will make the test available to all of you on our Moodle course page. Once you start the Moodle test, **you are not allowed to open any other browser tabs or applications until the test is complete and submitted – only Zoom and your browser tab with Moodle test should be visible on your desktop at any time**. This is a strict requirement. Failure to adhere to this could result in penalties or disqualification.

- **Join with full name on Zoom by 10:00 AM**: You are also required to have Zoom installed on the computer which you are using to take the test. You should use Zoom to **join our classroom Zoom session by 10:00 AM.** I will start hosting the session at 9:45 AM on the exam day. So, you are welcome to join as early as 9:45 AM to make setup easier. **Please remember to join the Zoom session using your full name**. This will help me identify you during the test.

- **Webcam**: You are also required to have a webcam turned on – on the computer that you are using for taking the test. If you do not have a webcam on your computer – **contact me immediately**. We will figure out alternative arrangements.

- **Seek permission before leaving your work station**: Please consider this as a physically proctored test. While you are allowed to take bathroom breaks, please seek permission before doing so and let me know as soon as you come back.

- **Screensharing**: You should also share your desktop screen via Zoom while taking the test. You should share your **full desktop screen** and not just your browser window.

- You should share your screen and keep the webcam turned on **throughout the duration of the test**. This is a **very strict requirement.** Failure to adhere to this at any point could get you disqualified or penalized.

- The actual test is for 1:50 hours – it will begin at 10:10 AM and last till 12:00 PM.

- You will be taking the test in isolated Zoom rooms to which I will assign you at the beginning of test. I will be joining your rooms from time to time as part of proctoring. If you need any help from me at any time, there will be a "Ask for Help" button you need to press. I will then enter your "virtual room" and talk to you.



- The test will contain **15 multiple choice questions**. Each question will carry 4 points. So, the entire test is for 60 points. 4621 students' tests will be graded for 50 points

(meaning that 10 are bonus points). 5621 students' tests will be graded for the full 60 points.

- **Open Notes exam**: This is an open notes exam like your mid-term. You are allowed to carry 2 letter-sized sheets with notes on front and back of the sheets. This means you have 4 sheets. You need upload your notes to Moodle after finishing your test.
- **Mandatory Explanations**: For each question, you are required to write a short explanation on physical paper. Make sure you have enough sheets of paper before the test. Your answers will carry no weight without a proper explanation. All of these explanations have to be written physically on paper. **Digital copies of explanations will not be accepted, all explanations should be hand-written**. At the end of the test, you are required to take photos of your explanations and upload them to an "Final Exam Notes & Explanations" section that will be enabled on Moodle. This has to be done as soon as you finish the test. These explanations are proof of original work – **Any questions without a corresponding hand-written explanation will not be graded.** Along with the explanations, you should also upload your notes to Moodle. For this, you can first transfer the photos of your notes and explanations to your computer (via e-mail, Bluetooth or AirDrop for example), ensure everything is in order, zip them and upload on Moodle.
- **Before leaving Zoom:** You need to **continue screensharing and web cam streaming until you leave the session**. **Make sure you get an OK from me** before you leave the Zoom session. I will ensure that you completed the test and uploaded your explanations before you leave.
- Finally, make sure all your devices are connected to a power source and stay turned on throughout the testing period.

Please reach out to me if you have any questions. Best way to contact would be via e-mail (phani@cs.uno.edu).