Guidelines for participation in the video surveilled written online examination in Fundamentals of Modern Optics

If you have registered for the online exam for Fundamentals of Modern Optics, you will take your written final examination on 18th February 2022, 10:00 at a location of your choice outside the Friedrich Schiller University Jena. Registration for the online version of the exam requires your application for admittance to the online exam and the approval by Prof. Pertsch. Otherwise you are expected to take the exam in person at the Abbe Center of Photonics, Albert-Einstein Str. 6, 07745 Jena.

The online examination will be surveilled during the entire duration using the video conference software Zoom. In order to ensure a seamless examination, please follow these guidelines:

Preparing for the exam

Taking part in the examination, requires a quiet room in which you are alone.

You will need a stable internet connection. You must be able to receive the task sheet of the exam as a pdf-file by your university email. You can either print the task sheet on a printer or you will require a computer to read the tasks from the pdf-file during the exam. Furthermore, you need a device on which you can run the video conference software Zoom (https://zoom.us). The device must be equipped with a camera / webcam and a microphone.

The device's camera should allow that you are visible from the side during the entire exam. It must display your face, upper body, and hands as well as the sheets of paper you are writing on. In case you are not able to print the exam's task sheet on your printer and you have to look at the pdf-file of the task sheet on your computer during the exam, that computer's screen must be visible to your camera as well. You must ensure visibility of all named items at all times during the exam!

Please arrange for sufficient illumination of the entire scene, which allows to recognize all named items including the content visible on your computer screen. Thus, avoid sitting in front of a bright window.

You must write the answers to the exam questions by pen on normal paper. Thus, have sufficient empty paper sheets available. Directly after the exam, you need to submit your answers to us by email from your university email account. Thus, be prepared to scan your answer sheets, e.g. by a scanner device or an app installed on your smart phone. The preferred file format is pdf.

Typical eligible setups are:

A) You use your laptop computer to receive the task sheet and look at it during the exam. In addition, you use your smartphone to run Zoom and place it with the smartphone's camera to allow being surveilled during the exam.

B) You use your laptop computer to receive the task sheet and print it. After printing, you use your laptop to run Zoom and place it such that you can be surveilled with the laptop's camera during the exam.

Familiarize yourself with Zoom and set it up on the device, which you are going to use during the exam. Run a test session in advance and particularly try out the different camera and audio functions.

Make sure your device's batteries are sufficiently charged before you take the exam or connect your smartphone/laptop to the ac power supply during the exam.

Since you will be visible during the entire exam period to all supervisors and fellow online students in the same Zoom meeting, you might want to remove private items from the place where you take your exam, if you don't want these private things to be seen by everybody.

Example of setup (A): Tidy desk, smartphone running Zoom, cup supporting the smartphone.

Perspective seen in the video conference: Your face, upper body, and hands as well as the sheets of paper you are writing on and the computer screen displaying the tasks.

Starting the exam

Before the examination starts, close the door to your room and make sure you are the only one there, as well as that you will not be disturbed for the duration of the examination.

You will only need plain empty sheets of paper for your answers and a pen. Remove **everything** else from your desk. You also don't need a calculator. It is also not allowed to have earphones, a headset or any other sound device in your ears for the duration of the examination.

Login to the Zoom session and follow the instructions of the examiners. The access information to the exam's Zoom session will be sent to you, when you have successfully registered for online participation in the exam.

For your unambiguous identification, you are expected to login to the Zoom session using your full name (FirstName LastName). If for any reason you connect with two devices simultaneously to the Zoom meeting, please use the same name to login.

Make sure that your Zoom connection is established and ready when the exam starts at 10:00 sharp. Therefore, we suggest that you enter the Zoom meeting several minutes before.

Keep the Zoom session running until the end of the exam, having the camera switched on. Have your microphone muted but your loudspeaker turned on to receive instructions during the exam.

You might be guided by the examiners into a breakout session with a smaller number of students, to allow us surveilling every exam participant more closely.

You will receive the task sheet to your university email address only after you are checked into the Zoom session and all preparatory steps are taken.

During the exam

Open the exam task sheet, which you received by email, print it or open it on your computer screen. If you use your computer screen, the task sheet is the only document which you are allowed to display on your screen in "full screen" mode.

Answer the individual tasks on individual sheets of paper, e.g. task 1a, 1b, … on sheet 1 and task 2a, 2b, … on sheet 2, using a normal pen.

Be quite and try not to disturb other participants of the exam.

If you have a question, use the "raise hand" function of Zoom. We will then guide you into a breakout session with one of the examiners to discuss your request.

If you are losing the connection to the Zoom video conference during the exam, please try to document the problem, e.g. by taking a screen shot or camera picture of the error message on your screen or send us an email (to teaching.nqo@uni-jena.de) and try returning to the video conference immediately. You are not allowed to contact anyone except the examiners during the examination. In the worst case you can also call us at +49 3641 947561.

Small issues of compromising us of surveilling you during the exam might be tolerated, but in severe cases you will be excluded from the exam. It will be decided after the exam if the exam can still be counted, based on your explanation and documentation of your technical problems.

Strange and suspicious behavior, as well as other anomalies, such as looking to the sides often, if you appear to be reading something from outside of the examination sheet, if you speak to someone, disappear from the screen or if a different person appears in the background, will be documented in the protocol and might lead to exclusion from the exam.

Finishing the exam

When the exam time is up you must finish working on your answer sheet instantly.

Then you have 10 minutes to convert your answer sheets to a pdf document, e.g. by using a scanner or appropriate software on your smartphone, and send them to teaching.nqo@uni-jena.de. If you have to use your smartphone, you are allowed to close the Zoom video conference on this device at this time.

Preferably your answer sheets should be converted as one pdf file with the name:
FoMO21_FinalExam_Answers_StudentLastName_StudentID.pdf
  StudentLastName: your last name
  StudentID: your student ID number of the university Jena

Only if you are unable to convert your answer sheets to one pdf file you can also submit it as separate pdf files or in the worst case also jpg by numbering the individual files in addition to the convention above:

FoMO21_FinalExam_Answers_StudentLastName_StudentID_FileNumber.pdf/jpg
  FileNumber: 01, 02, 03, …

The subject line of the email must be: 6-DIGIT STUDENT ID + exam solution.