

## 《高等数学 I》（全英）期末考试形式及要求

一、考试时间：12 月 26 日上午 10:20—12:10

（考试结束后五分钟内提交试卷）

二、考试形式：腾讯会议线上考试（闭卷）

三、学生考前准备和考试流程

1. 考试设备：

①电脑（摄像头、麦克风、扬声器均可正常使用），手机（摄像头可正常使用）。

②答题纸/草稿纸（A4 打印纸）及书写文具。考前准备好答题纸：学号（末位数）为奇数的打印答题纸（A），学号（末位数）为偶数的打印答题纸（B）

③至少一个腾讯会议账号。

④学生证、身份证。

2. 考生提前 30 分钟进入指定会议室(**腾讯会议实名登录并签到+身份验证**)，采用后机位开摄像头（手机、笔记本摄像头均可），机位命名方式：学号+姓名（**命名不正确将不允许进入会议室**），不能采用虚化背景。

3. 摄像头机位要求：需要拍摄到电脑屏幕+桌面情况+双手。正确的摄像头位置如下：



后机位画面

考前应测试一下摄像头的摆放。考试过程中，**只允许看试卷**，一旦发现打开其他软件或网页，将视为作弊。

4. 开考前 5 分钟，老师在 QQ 群里上传考题，试卷为 PDF 版本。**考试期间不允许擅自使用微信、QQ 等聊天软件，一经监考老师发现，即视为作弊。如遇突发情况，可在 QQ 群中报告监考老师。**

5. 作答完毕后，使用手机 App 扫描全能王（请提前下载），扫描生成 PDF 格式文档（一个文件），备注学号+姓名，**考试结束后，在 5 分钟内，发至 [txialh@jnu.edu.cn](mailto:txialh@jnu.edu.cn)，超时即作 0 分处理。**交卷时请注意检查有无缺页，姓名、学号等信息是否填写完整。（邮件发送试卷过程中，请勿关闭前机位摄像头，等待监考老师发布考试结束指令）。

6. 请同学们提前用腾讯会议进行机位调试，放到合适的位置，提前熟悉**扫描全能王扫描多张 A4 纸并发送邮件的操作流程。**

Student Name \_\_\_\_\_, Student No. \_\_\_\_\_

7. 原则上不允许提前交卷,如遇特殊情况需提前交卷,请按照步骤 5 交卷,交卷过程中请勿关闭摄像头,等老师确认收到试卷后,方可离开会议室。

#### 四、其他注意事项

1. 请同学们提前充电考试设备,尤其关注后机位设备的电量,一旦发现退出程序,要立刻重新申请。
2. 考试期间原则上不允许离开座位,如遇特殊情况,经报告老师并获允许后才能离开,随后应尽快回到座位。
3. 老师会在考试期间选择性打开所有同学的麦克风,大家注意自己的麦克风是否处于连线状态。
4. 考试开始后 15 分钟内仍未进入考试平台的学生,按“缺考”处理。
5. 考试过程中不可佩戴与考试无关的电子产品(电子手表、耳机)。
6. 考试期间,请确保无关人员不要进入考试场所。
7. 考试全程监考老师会录屏,考试过程中有作弊行为,即使考试过程未发现,回看录像过程中,发现作弊行为并证据确凿,也按照作弊处理。
8. 考生需提前预留 1-2 个有效联系电话,若考试期间突发状况便于监考老师第一时间电话联系

《Advanced Mathematics I》 final exam format and requirements

**Exam Time:** 10:20-12:10, Dec. 26th

(Submitting papers in 5 minutes after exam)

**Format:** Online Tencent Meeting, closed book

**Pre-exam Preparation and Examination Process:**

**1. Exam equipment:**

(1) Computer (camera, microphone, speaker can work normally), mobile phone (camera can work normally)

(2) Answer sheet / draft paper (A4 printing paper) and writing stationery.

Prepare the answer sheet before exam: The student whose student number (the last number) is odd should print answer sheet (A), the student whose student number (the last number) is even should print answer sheet (B).

(3) At least one Tencent Meeting account.

(4) Student id card, ID card.

**2.** All the students must enter the meeting room 30 minutes in advance of exam time (Login Tencent meeting by real-name and sign in your attendance), using the rear camera (mobile phone, laptop camera), the machine naming method: student number + name (the name is not correct will not be allowed to enter the meeting room), and the virtual background is not allowed.

3. Camera position requirements: need to capture the computer screen + desktop situation + hands. The correct camera position is as follows:



Please test the placement of the camera before the exam. During the exam, you are only allowed to look at the test paper. If you open other software or web pages, you will be regarded as cheating.

4. Five minutes before the exam, the teacher will upload the exam papers in the QQ group, and the papers are in PDF version. During the exam time, you are not allowed to use wechat, QQ and other chat software, once the invigilator find this behavior, it will be regarded as cheating. In case of emergency, you can report to the invigilator in the QQ group.

5. After you finish the exam, you can use the mobile App “扫描王”(download it in advance) to scan your papers and edit them in PDF format (one file), and name the document by student number + name, send your papers

The Examination Paper for Advanced Mathematics I of JNU

Student Name \_\_\_\_\_, Student No. \_\_\_\_\_

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to [txialh@jnu.edu.cn](mailto:txialh@jnu.edu.cn). You must complete this in 5 minutes, otherwise, you will lose this exam score. When you submit your papers, please check whether there are missing pages, and whether the name, student number and other information are complete. (During scanning and sending, do not turn off your cameras, after I confirm receive your papers, you can leave the meeting room)

6. Please use the Tencent meeting in advance, put it in the appropriate position, and practice using the operation process of scanning multiple A4 papers and sending emails.

7. In general, you not allowed to hand in the paper in advance. But you have complete all questions, please follow Step 5 to submit your papers.

8. Other requirements:

(1) Please charge the exam equipment in advance, especially pay attention to the power of the rear equipment. Once you quit the meeting room, you should login immediately.

(2) Generally, you are not allowed to leave your seat during the exam. In case of special circumstances, you can leave after reporting to the teacher and getting the permission. But you should return to your seat as soon as possible.

(3) The teacher will selectively turn on the microphone of all the students during the exam, and pay attention to whether their microphone is in the connected state.

Student Name \_\_\_\_\_, Student No. \_\_\_\_\_

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- (4) Students who still do not enter the exam meeting room 15 minutes after the beginning of the exam will be treated as "missing the test".
- (5) Do not wear irrelevant electronic products (electronic watches, headphones) during the exam.
- (6) During the exam, please ensure that the irrelevant personnel do not enter your room.
- (7) The invigilator will record the screen during the whole exam. If there is cheating behavior during the exam, even if the exam process is not found, when the cheating behavior is found and the evidence is conclusive, it will also be treated as cheating.
- (8) During the exam time, if there is an emergency, please contact me in time.