340.721.81 Epidemiologic Inference in Public Health I

## INSTRUCTIONS for EXAMINATION PROCTOR:

1. On behalf of the student taking this exam, we would like to thank you for serving as his or her proctor.
2. The midterm exam will be administered online via Courseplus and is subject to the Johns Hopkins University Academic Ethics Code
3. The midterm exam must be administered for a period of 2 hours between Thursday February 15, 2018and Saturday February 17, 2018 (U.S. Eastern time) at a time mutually agreed upon by the proctor and the student.
4. The proctor is expected to provide the student with a quiet, adequate space for taking the examination. The testing area should be well lit and offer enough room for the student to work. The testing area should be free from possibility of intrusion.

### Prior to the Examination

1. Prior to the examination, verify that the student who has presented himself or herself for testing is indeed the student whose exam you agreed to proctor.
2. Allow the student to take blank paper and a calculator into the examination area. Cell phones, tablets and study materials are NOT allowed in the exam area.
3. There should be a computer with Internet access available to the student. If possible, the student should use a computer with a wired Internet connection (i.e., via Ethernet cable) rather than a wireless connection. The student may use his or her laptop, but may not use any materials on that laptop or the Internet.
4. You will be provided with a password (sent via email) prior to the exam so that you will be able to open the exam via Courseplus for the student.

### At the Time of the Examination

1. Read the following instructions to the student:
   1. You are allowed a maximum of 2 hours to complete the exam in one sitting.
   2. The exam is closed book and closed note. You may not have a cell phone, tablet, or study materials in the exam area. You may use a calculator during the exam but you may not use the calculator function on your cell phone. You are allowed blank paper and pen or pencil.
   3. During the exam, the only application that should be open on your computer is an Internet browser, and the only tab that should be open on that browser is the examination in Courseplus.
   4. In addition to recording your answers in Courseplus, you should record your answers on scrap paper during the exam, as a precaution in case of technical difficulties.
   5. All exam materials (scrap paper) must be given to the proctor at the end of the exam.
   6. The proctor must watch you submit your final answers prior to leaving the testing site.
2. Should the student experience technical difficulties (e.g., loss of power, loss of internet connectivity), you will need to re-enter the password so that the student can access the exam. The student will have the balance of the 2 hours to complete the exam (excluding the time during the technical difficulty not connected to Courseplus).
3. Please verify that the student is adhering to the Johns Hopkins University Academic Ethics Code during the exam by regularly checking computer screens and ensuring that no notes/books/internet sites are being used by the student.

### After the Examination

1. You should watch the student submit his or her answers as they finish the exam.
2. The students have the option to print out the exam. Retrieve all exam materials (including scrap paper) from the student.  Please destroy these materials after the answers to the exam have been successfully submitted to CoursePlus.
3. A random 5% of the proctors will be contacted via phone after the exam.

### Technical Support

Technical support with Courseplus is available through CTL Help (<http://ctl.jhsph.edu/help/>) during business hours (Monday-Friday, 9AM-5PM EST). If the exam is taking place at another time and you experience technical difficulties that cannot be resolved, please arrange for an alternative exam time with the student and contact the course coordinator, Allyn Arnold (aarnold2@jhu.edu).

### Academic Ethics Code

Students enrolled in the Bloomberg School of Public Health of The Johns Hopkins University assume an obligation to conduct themselves in a manner appropriate to the University's mission as an institution of higher education. A student is obligated to refrain from acts which he or she knows, or under the circumstances has reason to know, impair the academic integrity of the University. Violations of academic integrity include, but are not limited to: cheating; plagiarism; knowingly furnishing false information to any agent of the University for inclusion in the academic record; violation of the rights and welfare of animal or human subjects in research; and misconduct as a member of either School or University committees or recognized groups or organizations.

We thank you for your assistance.