BEFORE THE EXAM

1. Read the **Academic, Professional and Personal Integrity** of the **NUS Code of Student Conduct** (reproduced here for your convenience).

   The University is committed to nurturing an environment conducive for the exchange of ideas, advancement of knowledge and intellectual development. Academic honesty and integrity are essential conditions for the pursuit and acquisition of knowledge, and the University expects each student to maintain and uphold the highest standards of integrity and academic honesty at all times.

   The University takes a strict view of cheating in any form, deceptive fabrication, plagiarism and violation of intellectual property and copyright laws. Any student who is found to have engaged in such misconduct will be subject to disciplinary action by the University.

   It is important to note that all students share the responsibility of protecting the academic standards and reputation of the University. This responsibility can extend beyond each student's own conduct, and can include reporting incidents of suspected academic dishonesty through the appropriate channels. Students who have reasonable grounds to suspect academic dishonesty should raise their concerns directly to the relevant Head of Department, Dean of Faculty, Registrar, Vice Provost or Provost.

2. You will be taking the exam on **Examplify**. You should have installed **Examplify** on your laptop, and attempted the EC1101E mock assessment so you can see what the settings are like. Refer to the NUS wiki: https://wiki.nus.edu.sg/display/DA/Student
   Pay particular attention to the briefing slides:
   https://wiki.nus.edu.sg/display/DA/CIT+Student+Briefing+Slides

3. **The exam will be available for download on Examplify** at 9:00 a.m. Monday, September 26. I recommend that you download the exam on your laptop as early as possible. You may download the exam only **once**. Make sure you download the exam on the **correct device**.

4. As there are only a few electrical outlets in the exam venue, please make sure your laptop is **fully charged**.

ON THE DAY OF THE EXAM (Monday, September 26)

1. Get the following items ready:

   - Your student card or a government-issued photo ID if you do not have your student card

   - Stationery

   - Physical calculator (there will be a built-in calculator in **Examplify;** you are not allowed to use the calculator on your phone)

   Note: You should not have any other electronic devices (e.g., laptop, tablet, phone) on your desk. Make sure your phone is turned off.

2. Once you are seated in the exam hall, launch **Examplify** and download the exam if you have not already done so.

3. At around 6:55 p.m.:

  - The invigilator will make an announcement about the exam.

  - The invigilator will announce the **password.**

  - After you enter the password in **Examplify,** you will see the exam instructions. Read the instructions carefully. When you are done, click on *Next.*

  - When you are ready to start the exam, check the box, and click on *Start Exam.* You have **60 minutes.** The timer will begin only when you see the first question.

4. The exam settings:

  - The exam is **secure,** i.e., you will not be able to connect to the internet, access other applications or files, or exit from **Examplify** without submitting the exam.

  - The exam is **closed book.** You should not have any reference material on your desk.

  - The exam will comprise: multiple-choice questions where only a single option can be selected (MCQ); multiple-choice questions where more than one option can be selected; fill-in-the-blanks questions where you select the answer from a dropdown menu; and fill-in-the-blanks questions where you type an answer.

  - Scroll down to ensure you see all the questions and options.

  - For the MCQs, to eliminate an option, click on the "eye" icon. To select an option as your answer, click on the middle of the option.

  - On some of the MCQs, you will see "Select all that apply." That means there could be more than one correct answer (or there could be just one correct answer). You may choose more than one answer. Credit is given only if you select all the correct answers.

  - Once you have answered a question, the question number on the left will turn blue.

  - Backward navigation is enabled. You may skip a question and move on to the next question, but make sure you go back to the questions you skipped.

5. During the exam:

  - I will make the exam questions as clear as possible. **The invigilator will not answer queries regarding the exam questions.** Solve the questions based on your understanding of the questions.

  - **If the questions are not displaying properly on your computer** (e.g., the equations or symbols are messed up), **inform the invigilator immediately.**

  - If you encounter a technical issue with **Examplify, inform the invigilator**.

6. At the end of the exam:

- You may submit the exam before the timer runs out. When you have successfully uploaded your exam, raise your hand. The invigilator will check your screen and dismiss you.

- Once the timer runs out, **Examplify** will automatically enable the internet connection and attempt to submit your exam.

- When you are ready to submit your exam, click on *Exam Controls*. Choose *Submit Exam*.
    - Check the box "I am ready to exit my exam" and choose *Submit Exam* once you are sure you wish to submit your exam. Otherwise choose *Return to Exam*.
    - If you see a blue screen, check your internet connection and click on *Retry Upload*.
    - If you see a green "Congratulations" screen, you have successfully uploaded your exam.

- Keep your green "Congratulations" screen visible. The invigilator will walk around the exam venue to check your screen.

- **Remain seated until the invigilator announces that you may leave the exam venue.**