

## Midterm 1 Instructions

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Students have been instructed of the following so they should know this already. I will send you the zoom link and make you a host prior to the exam. Below is a list of people who told me they will need an online exam.

### **Prior to Exam:**

- Students are allowed to have scrap paper, a scientific calculator, and a writing utensil.
- The exam is located on Canvas in the quizzes tab and it is named “Midterm 1”.
- The exam will open at 2:05PM.

### **During Exam:**

- Cameras should remain on at all times. I don't care if they have microphones on since that can cause distraction to others sometimes.
- If a student has a question feel free to answer as you wish. If you wish to not answer you can tell them that you can not answer questions.
- If a student claims to have found an error, tell them to write what they think the error is and proceed accordingly.
- They get 90 minutes to complete the exam. Please let them know at 2:50PM that half the time has passed. At 3:25PM let them know that there is 10 minutes remaining to work. At 3:35PM, if students are still working, instruct them to finish what they are writing and start to scan and upload their work to canvas. If they continue writing for more than a couple seconds let them know that if they keep working they will receive a zero.
- If a student finishes before the 90 minutes, they have been instructed to send you a chat to let you know they are done. Once they have done that they can start scanning to upload their work.

### **After Exam:**

- If any students claim they can not submit their scans to canvas (this has happened on quizzes), instruct them to email me their work. [dphayes@udel.edu](mailto:dphayes@udel.edu)

I will probably call you or see you after in the office to see how things went. Thank you!