

Instruction for Final Exam

This is a guideline to take final exam that will help you go through all the steps of taking an online-proctored exam and submitting your solutions on Gradescope. Please read the following instructions very carefully.

You have 3 hours to complete this final exam and to upload your solutions. No shows or late submission will receive a zero. The test will be synchronous. **YOU MUST TAKE IT AT THE TIME IT IS GIVEN. NO MAKE-UP; NO RESHEDULING.**

Instructions on what to have on your desk:

- 5 sheets of blank paper (nothing should be written on it, front and back).
- 1 page of reference sheet (2-sided). You should write your name here.
- A calculator
- A pen or pencil & eraser
- A computer/laptop with a webcam. Only the browsers with CCLE Assignment for Final Exam tab and zoom meeting should be open during the exam.
- A smartphone placed faced down on your desk. You will not use your phone during the entire exam. At the end of the exam period, you will have 10 minutes to take pictures of your exam solutions and upload your PDF/jpg using your smartphone or scanner.
- No other materials except the above will be allowed.

Online Proctoring:

- Make sure to be on time. The zoom meeting will open at 6:10 pm. Join the meeting as early as you can to be ready for the exam (check with your TA about the camera position, etc.)
- Online proctoring will be performed using Zoom. The Zoom proctoring will be recorded.
- For Zoom proctoring, set the following:
 - ✓ Zoom > Bottom toolbar > Mute
 - ✓ Zoom > Bottom toolbar > Start video
- Your webcam should show your desk space including yourself.
- You will not start the exam until everyone's webcams are positioned correctly.
- When the recording begins, you should show your desk/table and surrounding before the exam. You should also show the blank papers and the reference sheet (front and back for both) close to the webcam before starting the exam
- Students can be randomly asked to share their screen. Any chatting, browsing, or having any class materials on your computer will be considered to be cheating.
- Due to online proctoring, do not leave the desk area/zoom meeting until finishing the exam.
- No speaking during the exam.
- You can ask questions using Chat window. TAs will correspond using Chat window.
- Submit both your solutions and reference sheet (both sides) through the Gradescope.
- You can leave zoom meeting after completing your submission and check with the TA for confirmation.
- For internet disconnection: Get back to the zoom meeting immediately and record locally until you get back. You should submit the recording as well.