

Student instructions

The Stat 452 Final Exam will be invigilated in Zoom and we will be checking IDs. A new zoom link will be provided for this purpose. **We will not be using the course QA room for the exam.**

Preparing for the Exam

1. **You must complete the Crowdmark assignment “Final Exam ID Scan” by Saturday, Dec 12, 11:59 pm.** You will need to upload a scan of your SFU ID. If you do not have an SFU ID, then you can use a passport or driver’s license. You may cover up the address and numbers for privacy, as long as your name and picture are clearly visible.
2. You will also need to complete a Canvas quiz consisting of an honor pledge, and acknowledge your understanding of how missed exams will be handled. This assessment must be completed before the final exam, or you will not be able to access the exam.

Day of Exam

Set-up for Zoom

- You MUST sign into Zoom using an SFU-authenticated account.
 - See this webpage to get started with Zoom via SFU. At this webpage, click on the link for downloading zoom to your desktop, and then download the Zoom Client for Meetings.
<https://www.sfu.ca/itservices/technical/videoconferencing/zoom/using-zoom.html>
- When you sign into a Zoom session, use SFU as your “company” and use your SFU email address.
- Set up your laptop camera or external webcam to capture your face, like for a normal Zoom session.
- **Your correct name as it appears in Canvas must be displayed in Zoom throughout the exam.**
- Keep your **video on** and your **microphone muted** throughout both ID checking and the exam.
- **Turn off virtual backgrounds.**
- Make sure you can hear if an instructor or TA turns on a mic to make an announcement.

Procedure for exam

Sign into zoom well before the exam start time, if possible. If we can’t check your ID before the exam or if your ID is unclear in the scan uploaded to Crowdmark, we may have to move you to another breakout room to check your ID. This will interrupt your exam.

- **The Zoom session will begin at 6:30pm.** We will begin ID checking at that time and assigning students to breakout rooms.
- When you are invited to a breakout room, click **Join** and enter the room.
 - You must remain in your breakout room during ID checking and throughout the exam.
- During the ID-checking period before the exam, try to keep your face easily visible to your camera so TAs can compare against your uploaded ID photo. **Have your chat open in Zoom**, because the TA may send you a message when they check your ID.
- **Students who do not get ID checked before the exam will be checked during the exam.** We understand that you’ll need to look down in order to complete your work. That’s okay! If the TA cannot get a good view of your face, we will move you into a private breakout room for an ID check. We will do this as quickly as possible to minimize the interruption.

- If you have a question, use the “raise your hand” feature in “Participants” to put a little blue hand on your image. Continue working. You will be moved to a private breakout room to have your question answered as quickly as possible. (If there is a delay, send the message “I have a question” to your room’s invigilator (co-host) using Zoom Chat.)
- Make sure your speakers are working so you can hear announcements from TAs and hosts.
- **Do NOT use your cell phone or tablet during the exam.**

Internet problems

- If internet instability causes you to drop out of Zoom, rejoin as quickly as possible.
- If you are dropped from Zoom for an extended period, send an emailed explanation to Tom during the next health break.
- Always get screenshots of any error messages or warnings that affect your exam-taking.
- In case of internet outage in your area, check whether your internet company posted a message on Twitter or on their website or elsewhere. Send a screenshot to Tom.
- In case of disruptions, you may be required to complete an additional **oral** component to your exam.