

CG1112 Quiz 1
Standard Operating Procedures For Students

1. Getting Ready

- a. **This is an OPEN-INTERNET exam. You can use all online resources EXCEPT resources that let you communicate with others.**
- b. Please familiarize yourself with the Exam SOPs here: <https://mysoc.nus.edu.sg/academic/e-exam-sop-for-students/>
- c. Ensure that you install FFmpeg and familiarize yourself with how to record your screen.
- d. Ensure that you have a Google Drive account with enough space to store your screen recording. Create a new Google account if necessary.
- e. Ensure that you have Zoom installed on your laptop AND your phone.
- f. Plan how to position your laptop and phone:
 - i. Find a place for your laptop and phone so that you are seated comfortably
 - ii. Find a position for your phone so that your phone camera captures your screen, your head and shoulders, and your hands.
- g. **No wireless devices of any form are allowed. You are not allowed to use wireless keyboards, mouse, or any wireless device at all.**
- h. The paper will be in the form of a LumiNUS quiz. Ensure that you can access LumiNUS.
- i. **You are not allowed to have more than one screen. This means you cannot have dual-screen monitors, nor can you have an iPad, mobile phone etc within sight or reach.**

2. On the Morning of the Exam:

TIME	ACTION
0800	Zoom links and meeting details released in Gradebook.
0915	<p>Log in to Zoom by this time both on laptop and on mobile. Ensure mobile camera is arranged so that your head, shoulders, hands, keyboard and mouse are visible. Ensure that you can hear the proctor on your PC's Zoom.</p> <p>Listen to proctor's instructions on rearranging your phone camera. <u>If the proctor is unsatisfied with your camera position you may be banned from taking the exam and receive 0.</u> Proctor will begin marking attendance.</p>

0950	<p>Attend to all biological needs. No breaks will be allowed during the exam. Start screen recording when instructed.</p> <p>The Quiz is available on LumiNUS, at Quiz->CG1112 Midterm Test. Password for quiz will be issued at this time. Proctor will begin reading the instructions for the quiz to you. Please ensure that you can hear the proctor at all times. (See Section 5 below if LumiNUS fails.)</p> <p><u>Do not enter the password until you are ready to start. Once you enter the password the 60 minute countdown begins.</u></p> <p>Open the links to the Google Form for asking questions, and the Google Sheet for seeing replies. <u>If the proctor is unable to contact you through Zoom he/she will write messages to you on the Google Sheet. Please monitor.</u></p>
------	--

3. During the Exam:

TIME	ACTION
1000	<p>Exam begins.</p> <p>Rules for asking questions:</p> <ul style="list-style-type: none"> - Use the Google Form for asking questions. Monitor the Google Sheet for replies, announcements and the proctor's attempts to contact you. - Phrase questions so that they can be answered with a "yes" or a "no". - Answers you will receive are restricted to "yes", "no", "no comment" and "rephrase." No elaboration will be given. - "No comment" means that you either should know the answer or it is in the question. - "Rephrase" means that your question cannot be answered with a "yes" or a "no" and should be rephrased. <p>Rules during the exam:</p> <ul style="list-style-type: none"> - No breaks including those of a biological nature will be allowed during the exam. - Ensure that you stay within the view of the camera at all times. <u>If you leave the view of the camera you will receive 0 for the exam.</u> - Periodically check your Zoom connection on your PC. <u>If your Zoom connection drops you must reconnect within 1 minute.</u> - The proctor may attempt to contact you on the Google Sheet if your connection is lost. Respond via the Google Form if appropriate. - <u>If you are absent from the Zoom connection for over two minutes, you will be banned and get 0 for this exam.</u>

	- <u>You must NOT leave early and must remain within the view of the camera even if you have submitted your answer. If you leave you will get 0 for this exam.</u>
1030	Proctor will announce the 30 minute remaining mark.
1045	Proctor will announce the 15 minute remaining mark.
1100	Your quiz will automatically close after 60 minutes.

4. After the Exam

- Remain quietly in view of the camera and keep the screen recording running.
- When instructed by the Proctor, stop screen recording.
- You may leave when the Proctor dismisses you.

5. **IMPORTANT: IF LUMINUS FAILS**

- The quiz will be distributed on PDF through the Telegram channel. Join the group at <https://t.me/joinchat/GQ5aU2C42yCF0928>
- The quiz will also be emailed to you in PDF at your official NUSNET email address (exxxxxx@u.nus.edu)
- Complete the quiz by typing your answers in a WORD (.docx) file. Do not use any other format.
- Name your word file AxxxxxxY.docx where AxxxxxxY is your student ID.
- Email your answer script to cg1112.examination@gmail.com within 5 minutes of the exam's closing. No submission will be entertained after that.

6. Uploading your Screen Recording

Please follow the instructions below to upload your screen recording to Google Drive, and submit the links through LumiNUS, by 5 pm.

- Upload the screen recording to your Google Drive.
- Right-mouse-button on your video file and click "Get Link".
- Ensure that the link is set to "Anyone with Link" as shown below:



- Click "Copy link", then create a WORD or text file, and paste the link in there.
- Save the WORD or text file as "AxxxxxxY.docx" or "AxxxxxxY.txt", and upload to the "Screen Recording Links" folder on LumiNUS, by 5 pm.
- IMPORTANT: DO NOT UPLOAD THE RECORDING, ONLY THE LINK.**

Import Links

1. Meeting links: See Gradebook.
2. Question paper / Answer books: We will use the LumiNUS quiz feature.
3. Asking Questions: <https://forms.gle/E AeGaLnQT3DfiHHh7>
Please phrase your question so that it can be answered with a “yes” or “no”.
4. Getting Answers: <https://docs.google.com/spreadsheets/d/153dtcVgoR-dBx2WfuT2DaMPSZdkzE4VOq4FwCfsob4g/edit?usp=sharing>

Possible answers are “Yes”, “No”, “No comment” and “Rephrase”. No elaboration will be given.

Clarifications and errata will also be posted here.

Your proctor may also use this form to contact you if you are uncontactable by any other means. Please monitor.