

CS1231 Midterm Instructions

CS1231S Teaching Team

November 24, 2020

The final assessment for the module CS1231 will be held on **Wednesday, 25 November 2020** from **9.00am to 11.00am**. This document contains the instructions and the expectations required from students who will be taking the midterm exam.

1 Preparing for the exam

- 1.1. **ENSURE** that you are familiar with the **E-Exam SOP for Students** found [here](#). Login with your NUSNET account to access the web-page.
- 1.2. Ensure that you have the following available on a computer with internet access:
 - Web browser such as Firefox or Chrome
 - The Zoom desktop application (Audio should be enabled and video disabled)
 - PDF reader such as Adobe Reader or SumatraPDF
 - FFmpeg (recommended) or other tools for screen recording
- 1.3. Ensure that you have the following available on a mobile device with internet access:
 - A camera for recording your surroundings
 - Zoom mobile application (Audio should be disabled and video enabled)
 - PDF Scanner such as Microsoft Office Lens or Adobe Scan
 - LumiNUS mobile application. Alternatively, a web browser such as Firefox or Chrome to access the LumiNUS web-page
- 1.4. Alternatively, you may use an external webcam or camera connected to your computer instead of a separate mobile device.
- 1.5. The test is **OPEN BOOK**. You are allowed to access both physical and digital notes, or other material.
- 1.6. **Only one monitor screen, one keyboard, and one mouse is allowed to be used. If you are connecting a WIRED keyboard or WIRED mouse to your laptop, ensure that your laptop keyboard and touch-pad are covered by a piece of paper throughout the assessment. Wireless keyboards and mice are NOT ALLOWED.**
- 1.7. You are allowed to use a calculator.
- 1.8. **No wireless equipment is allowed to be used.** This includes wireless mice, wireless keyboards etc.
- 1.9. **No headphones or earphones are allowed to be used during the exam..**
- 1.10. **No other electronic devices, other than the ones stated above, are allowed to be used during the exam.**

2 Zoom Policies

- 2.1. Your Zoom details have been uploaded to your Gradebook under the item "Final Assessment Zoom Links". Please check to ensure that you can access your respective Zoom meetings.
- 2.2. Please join your Zoom meeting by 8.30 am latest. You will be disqualified from the midterm if you are not in the Zoom meeting by 9.00am and will receive zero even if you submit your answers.

3 Recording Your Screen with ffmpeg

Instructions for using ffmpeg on Windows, MacOS and Linux can be found [here](#). You can also use other software like VLC, Quicktime, etc. Please familiarize yourself with how to record your screen before the midterm.

4 Q & A During the Midterm

- 4.1. QA will be over the CS1231 Official Chat on Telegram. Please install and run Telegram on your PC / device you are doing the midterm on. Screen recording be must activated.
- 4.2. Phrase your questions so that they can be answered with "Yes", "No" or "No comment". Ask only single questions at a time (i.e. do not ask questions with multiple parts)
- 4.3. If you get "No comment", it may mean that you have phrased your question in a way that cannot be answered with a "yes" or "no". It can also mean that your question is already answered in the paper, or that we cannot answer the question. It may also mean that you have a multi-part question with some parts that are "yes" and some "no".
- 4.4. Do not use any other device to communicate. If you do you will be disqualified from the midterm and receive 0 even if you submit your answers. You must not be seen to be using ANY OTHER DEVICE during the midterm.

5 Before 8.00 am

- 5.1. Ensure that you have fulfilled the equipment requirements and restrictions listed down in Section 1 [Preparing for the exam](#).
- 5.2. Set up your recording camera and work environment. Ensure that the following can be seen by the video footage of your camera:
 - The computer / monitor screen
 - Your work environment, including the desk, and the writing materials being used
 - Your upper body, inclusive of your head, shoulders and hands. This is to ensure the pair of hands shown belongs to you.
- 5.3. If required, prepare the command needed to start the FFmpeg screen recording.
- 5.4. Prepare your matriculation card or other photo identification (eg. Passport) **BEFORE** the exam. This will be required for taking attendance.
- 5.5. Prepare your notes, references and other writing materials.
- 5.6. Go to the washroom before the start of the exam.

6 From 8.30am to 8.50am

- 6.1. Enter the zoom meeting room assigned to you.
- 6.2. The proctor will take attendance, and check your matriculation card or photo identification. While waiting for your name to be called, you may continue preparing your work environment if required.
- 6.3. If required, the proctor may ask you to adjust your camera or other equipment to ensure you adhere to the required setup.
- 6.4. You may download the question paper on LumiNUS under **Files** → **Final Assessment** with filename **finals.pdf**. The question paper is password protected and the password will be revealed at the start of the exam.
- 6.5. The proctor will give you the instruction to start the screen recording.
- 6.6. Await any further instructions from the proctor.

7 From 8.50am to 9.00am

- 7.1. All to get ready for the start of the exam.
- 7.2. The paper will be distributed around this time, possibly a few minutes earlier. Continue to monitor the Telegram and Zoom chats for the release announcement.
- 7.3. **In the event that LumiNUS goes down, the paper will be made available over both Telegram and <https://www.comp.nus.edu.sg/ctank/cs1231-finals.html>**

8 From 9.00am to 11.00am

- 8.1. At 9.00am, the proctor will release the password on the Zoom text chat, and also read out the password. This will signal the start of the 2 hours you have for the exam.
- 8.2. **Your recording camera should be switched on at all times.**
- 8.3. **You are not allowed to leave the vision of the recording camera at any time during the exam.**
- 8.4. **You are not allowed to communicate with anyone other than the proctor or other teaching staff during the exam.** This also includes anyone outside of the CS1231 module.
- 8.5. If you require any clarification with regards to the exam questions, you may communicate with the proctor through the zoom text chat. If required, the proctor will relay the question to the lecturers for further clarification.
- 8.6. **YOU DO NOT NEED TO BEGIN SCANNING YOUR ANSWERS UNTIL THE END OF THE ASSESSMENT AT 11 AM.**
- 8.7. Please refer to Section 9 **Submission of Answers** to instructions on submitting your answers. You are required to submit your answers **WITHIN 5 MINUTES OF THE END** of the assessment, i.e. by 11.05 am latest.

9 Submission of Answers

- 9.1. **YOU DO NOT NEED TO BEGIN SCANNING YOUR ANSWERS UNTIL THE END OF THE ASSESSMENT AT 11.00 AM.**
- 9.2. **Ensure that your matriculation number is written on every single page that is to be submitted.**
- 9.3. Scan the pages of your answers to be submitted and compile them into **one single PDF file**. Name your file with your matriculation number. Eg. A1234567B.pdf
- 9.4. Ensure that the filesize does not exceed 20MB.
- 9.5. Submit your answers to your personal LumiNUS folder in **Files → Final Assessment Submission → TXX → Name** where XX is your tutorial group number and Name is your full name.
- 9.6. **In the event LumiNUS is down, the proctor will give instructions for you to email your answers to cs1231papers@gmail.com.**

10 At 11.00am

- 10.1. The proctor will announce the end of the exam, and announce to all students to stop all work.
- 10.2. Begin scanning your answers. **YOU MUST SUBMIT YOUR ANSWERS BY 11.05 AM LATEST.**
- 10.3. Once you have ensured that your answers are submitted on LumiNUS, please remain in the Zoom session until the proctor gives you permission to leave.
- 10.4. **It is your responsibility to ensure that your answers are submitted on LumiNUS.**
- 10.5. **Again, in the event LumiNUS is down, the proctor will give instructions for you to email your answers to cs1231papers@gmail.com.**

11 After the exam

- 11.1. Please wait for instructions from the Proctor on when you can leave the Zoom meeting.
- 11.2. After leaving the zoom session, you may stop the FFmpeg recording. Name your file with your matriculation number. Eg. A1234567B.mp4
- 11.3. Ensure that the filesize does not exceed 800MB.
- 11.4. Submit the FFmpeg recording by **11.59pm** in LumiNUS at **Files → Final Assessment Recordings → TXX** where XX is your tutorial group number.

12 Frequently Asked Questions

- 12.1. Can I turn off the proctoring camera to use it to scan my answers?
Ans: Yes. In this case, what you should do is:
 - (i) Notify your proctor. (This must be done immediately when the assessment ends)
 - (ii) Once the proctor gives the go ahead, turn on laptop webcam (if there is one).
 - (iii) Turn off zoom webcam on phone.
 - (iv) Scan your answers with the phone.
 - (v) Return to your original setup.

- 12.2. Can we use a printer to scan our written answers instead of phone scanner apps?
Ans: Yes. Bring the printer into the view of your phone camera so that your proctor can observe the printing process. You are advised to put the printer in position at the beginning of the test.
- 12.3. Can I use a tablet to write my answers or view notes or documents?
Ans: If you are using the tablet on top of another desktop PC or laptop, no. You should only have one main device that is screen recording, and all other devices are supplementary for proctoring / scanning. That is, you will use EITHER a PC OR a tablet, but not both. If you are using a tablet, you must record its screen.
- 12.4. What happens if the recording stops or pauses halfway through the exam?
Ans: Attempt to resume or restart the recording. If required, you will upload multiple video files.
- 12.5. What happens if my screen recording is too large?
Ans: Upload it to Google Drive, create a link, then create a text or WORD document, name it AxxxxxxY.docx or AxxxxxY.txt (where AxxxxxY is your student number) and upload that to LumiNUS instead
- 12.6. How do I ensure that my video recording is less than 800MB?
Ans: You should try out a sample recording that lasts more than 2 hours. With the right settings on *ffmpeg*, your file should be less than 200MB.
- 12.7. Can I display my screen on an external monitor with the screen on the laptop off?
Ans: Yes, if the monitor on the laptop is off at all times. To prevent problems such as the laptop screen turning on accidentally, keep the laptop lid closed or cover the screen physically.
- 12.8. What if I have more than one screen?
Ans: All additional screens must be switched off AND covered. Use paper, cloth etc to cover all additional screens. If any additional screens are left open, you are considered to be using them even if they appear to be powered off. Please cover ALL additional screens.
- 12.9. What does "Any printed or online materials" mean?
Ans: Literally what it means. You can use anything printed like textbooks, notes, tutorials, etc, and any website, electronic document etc. Yes, Google is allowed.
HOWEVER you MUST NOT communicate at all with anyone, whether through a website, through a Google sheet, etc. There is to be NO COMMUNICATION OF ANY FORM except with the Proctor