

Exam format and academic honesty:

- The midterm exam will be an open-book exam. You may use lecture notes and textbooks during the exam.
- Students are expected to continue to observe University Rules, treat all exams as if they were sitting in class in person to complete them, and maintain the highest standards of academic integrity during this period of online learning. You must answer questions on your own without help from others. In case of any plagiarism/cheating, disciplinary regulations of the University will be applied.
- Forms of cheating include (but are not limited to):
 - a. communicating with any other student during the exam
 - b. copying from any other student during the exam
 - c. communicating with a third party to work on some or all parts of the exam
- The midterm exam will be given on **December 11, 2020**. The questions will be posted as an assignment on Ninova **at 18:00**.
- **NO LATE EXAM PAPERS WILL BE ACCEPTED.** The **total duration** of the exam is **3 hours**. This duration includes the time you need to solve the questions, scan the papers, and upload your files to Ninova. Two hours is more than enough to complete the exam. We are giving you significantly more time (three hours) only to avoid any technical difficulties (e.g., power outages, Internet connection problems, etc.) you may encounter when trying to upload the exam. Upload your submission much earlier than the deadline. Be aware that Ninova's system clock may not be synchronized with your watch, your cell phone, or your computer's clock, etc. Do not risk leaving your submission to the last few minutes. **You must upload your solutions to Ninova before 21:00.**
- **Do not send your solutions by e-mail.** We will only accept files that you have uploaded to Ninova (the official e-learning system) before the deadline.

Preparing the solutions:

1. For each question, use a separate sheet. You may write solutions to different parts (e.g., a, b, c) of the same question on the same sheet. You may also use multiple sheets for the parts of a question. Do not write solutions to different questions (e.g., Q1 and Q2) on the same sheet.
2. At the top of each sheet, write the following information:
Student ID:
First Name and Last Name:
3. Write (and draw) the solutions using a computer program or by hand on A4 paper.
4. If you draw figures by hand, use a ruler.
5. PLEASE BE NEAT! If we cannot read or follow your solution, you will receive no partial credit.
6. Please show ALL work. Answers with no supporting explanations or work will not receive any partial credit.

Creating the files:

7. Create a separate file in PDF format for each solution. The file names should be Qx, where x is the respective question number, such as Q1.pdf, Q2.pdf, etc. If a solution to a question spans multiple sheets, you may create multiple files for the question and name them Q1a.pdf, Q1b.pdf, etc.

8. Combine all of your solution files for each question into a separate ZIP file, e.g., solution1.zip, solution2.zip, etc. Before submitting the ZIP files, check them to make sure that they extract correctly and contain all parts of the solution.
9. **Submit your ZIP files to Ninova before 21:00.** Do not send your solutions by e-mail. We will only accept files that you have uploaded to Ninova before the deadline.
Upload your solutions using a computer. Please upload your solutions using a computer, not a mobile platform. Please do not use ITÜMOBİL to access Ninova, as this may cause problems with your submission.
10. **If you prepared the solutions using a computer**, create a pdf file for each solution and follow steps 7, 8, and 9.
11. **If you prepared the solutions by hand**, scan your papers and create a pdf file for each solution.

To scan your paper, you may use a desktop scanner or a scanner application on your cell phone.

Do not take photographs of your papers directly with high-resolution cameras because they create large files. This may cause problems during submission to Ninova. A size of 200-300 KB for one sheet is acceptable.

Please rotate your pdf file if necessary and save it in the upright orientation, so that when we click on the file to open it, we can immediately read it. It should be in the upright Portrait orientation, not 90 degrees rotated to the left or right.

Then, follow steps 7, 8, and 9.