In-Term One Instructions

There are a few things you need to do before our upcoming In-Term Exam on **Friday, February 19th, 2021**. We will use the online automated proctoring tool called Proctorio embedded in Canvas. Proctorio records your environment using your webcam as you take your exam. The recording will only be shared with me. More information about Proctorio's privacy can be found here: https://proctorio.com/gdpr. Students **must** take the exam online using a laptop or desktop computer. The exam itself will be structured as a Canvas Quiz.

Here is the **timeline** of what is going to happen over the next week or so:

0. **Before anything**, review UT's guidance for Maintaining Your Academic Integrity During Online Learning:

   https://deanofstudents.utexas.edu/conduct/studentonlineintegrity.php

1. **Before Monday, February 15th**, you should do the following:

   ☐ Install Chrome if you do not have it on your computer.

   ☐ Install Proctorio's extension in your Google Chrome browser using the guide provided by the College of Education:
   Proctorio 101 for Students.

   The installation is also easily done by clicking on Proctorio on the left hand side bar within Canvas and following the instructions. However, the document by the College of Education contains more information you might find to be of interest. Moreover, you can find additional information including best practices in the Canvas Training Center.

   ☐ Complete the **non-graded** *Practice Proctorio Quiz* (available under *Assignments* in Canvas), so you can familiarize yourself with the experience and be prepared for your mock exam and real exam. More on both of these in the sequel.

2. On **Saturday, February 13th**, the in-term exam coverage and a practice problem set will be uploaded onto the course website (if I am lucky enough to have electrical power for enough of the day).

3. On **Tuesday, February 16th**, a **mock** exam will be made available in Canvas as a Canvas Quiz. It will be labeled HW#2 and your score on it will count as one homework grade. This Canvas Quiz has a two-fold purpose:

   • the problems therein are written to mimic the problems from the actual exam, and

   • you will be able to practice writing an exam with Proctorio.

The mock exam will be available from 10AM on Tuesday, February 16th, to 10AM on Thursday, February 18th. You will have to choose a 55-minute window of uninterrupted time during which you will take the mock exam.

4. On **Friday, February 19th**, at 8AM your real exam will become available on Canvas. It will remain available until Saturday, February 20th at 10AM. Again, you will have to choose a 55-minute window of uninterrupted time during which you will take the real exam. One option is to take the exam during our regular class time as we will **not** have our regular class on Monday, February 15th.

5. During both the mock exam and the real exam:

- you are expected to uphold The University of Texas at Austin Honor Code;

- you are permitted to use any calculators and as much scratch paper as you require;

- at the beginning of your exam, please, show your calculator(s) and your scratch paper to your web camera in such a manner that I will be able to fully view them in the recording;

- you are **not** permitted to use your cell phone or tablet, to consult or collaborate with anyone else in any manner, to use more than one screen;

- you will be required to use the STAM exam tables; you have the option of using your own **paper** tables or the ones which will be inserted in the Canvas Quiz instructions;

- in the event that you experience a technical issue during the exam, a Proctorio "Live Chat" box should pop up. If it does not, or if you would like to reach out to Proctorio technical support, click the *gray shield icon* in the top right corner of your Chrome toolbar and select "Live chat."

- if you have a technical issue, contact me via email at mcudina@math.utexas.edu ASAP to let me know. Depending on the nature of your technical issue, I may need to make an adjustment for you in Canvas. If this is the case, please attach your chat log with Proctorio to the email. I will not be able to resolve most technical issues, but I need to know if you're unable to complete your exam.