

M339W: In-Term Two: Instructions

Here is the **timeline** you need to be aware of before our upcoming In-Term Exam Two on Monday, April 5th, 2021. As for the first exam, we will use Proctorio (an online automated proctoring tool). As you were informed ahead of the first exam, 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.

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

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

1. On **Tuesday, March 30th**, the following important things happen:
 - the in-term exam coverage gets posted onto the course website;
 - a practice problem set will be uploaded onto the course website.
2. On **Wednesday, March 31st**, the following happens:
 - we have our regular class at 9AM;
 - Homework #4 is due at midnight.
3. On **Thursday, April 1st**, a **mock** exam will be made available in Canvas as a Canvas Quiz. It will be labeled HW#5 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 Thursday to 5PM on Saturday. You will have to choose a 55-minute window of uninterrupted time during which you will take the mock exam.

4. On **Friday, April 2nd**, we have our regular class.
5. On **Saturday, April 3rd**, your **mock** exam (aka HW#5) will be due at 5PM.
6. On **Monday, April 5th**, at 8AM your real exam will become available on Canvas. It will remain available until Tuesday, April 6th at 5PM. 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, April 5th.
7. During the real exam:
 - you are expected to uphold The University of Texas at Austin Honor Code;
 - you are permitted to use any calculators (not on the computer and not on a tablet and not on a phone) and as much scratch paper as you require;
 - you **can** have your own copy of the IFM exam tables available or you can use the document I will imbed in the exam instructions in Canvas;
 - you absolutely **must not** leave the tab in which your exam is;
 - at the beginning of your exam, please, show your calculator(s), your tables, 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, or to have multiple tabs open;
 - 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.