

## In-Term Three Instructions

There are a few things you need to do before our upcoming in-term exam on **Friday, May 7th, 2021**. As before, 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 work week:

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

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

1. On **Monday, May 3rd**, the in-term exam coverage and a practice problem set will be uploaded onto the course website.
2. On **Tuesday, May 4th**, a **mock** exam will be made available in Canvas as a Canvas Quiz. It will be labeled HW#10 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, May 4th, to 5PM on Thursday, May 6th. You will have to choose a 55-minute window of uninterrupted time during which you will take the mock exam.

4. On **Friday, May 7th**, at 10AM your real exam will become available on Canvas. It will remain available until Saturday, May 8th at midnight. 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 Friday, May 7th.
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;

- 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](mailto: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.