

Instructions for Rehearsal Exam on 17 November

Please read the instructions carefully.

Timings

- The Zoom session opens at 1.30. The exam starts at 2.00.
- Please log in at 1.30, and at the latest by 1.45. The invigilator will take attendance by asking to see your matric card.
- The download folder “Rehearsal Exam Paper” will open at 1.50.
- The password to open the exam file will be broadcast via Zoom chat just before 2.00.
- If you are late for the exam, contact your invigilator directly via private Zoom chat for the password.

Rehearsal exam paper instructions

- Before the exam, download the two-page declaration form from the LumiNUS folder “Exam Instructions”. Print and sign it.
- Answer all the questions in the exam paper. Write your answer in black ink.
- Start the answer to a question on a fresh page.
- Number each page.
- Scan your answer sheets, making sure that your writing and diagrams are clear and legible in the scanned document.
- Combine your scanned answer sheets with the **signed** two-page declaration into one pdf file.
- Format for the file name: **matric_no-module code.pdf**, e.g., **A1234567R-EE4704.pdf**.
- Upload your answer script to the appropriate LumiNUS folder “Rehearsal Submission Folder – Group x” where Group x refers to your group, Group A, B or C.
- For the rehearsal, you may leave after you have uploaded the answer script.

Communication

- You are strictly not allowed to communicate with anyone through any means other than with the invigilators. You are to abide by NUS Honour Code at all times.
- You may use private Zoom chat and MS Teams 2010_EE4704_P01, with NUS email and phone as backup.
- If you have a doubt regarding an exam question, ask it through
 - MS Teams private chat to me (eleongsh)
 - MS Teams private call to me (eleongsh)
 - Phone me at 6516-2245

Try to limit your questions to those that can be answered using Yes/No. A response may not be given if that would amount to a hint.

- We will announce the password for the exam through Zoom chat a few minutes before the start of the exam.
- Ensure that you are able to access NUS email and LumiNUS via computer AND handphone.
- Zoom and MS Teams must be installed on your computer AND handphone.
- We may contact you on your phone in case of an emergency. Please keep your phone ready but do not accept calls from anyone other than the examiners.

Zoom instructions

- You will be in one of three Zoom sessions, each with its own invigilator. Find out which group you are in by going to the EE4704 LumiNUS page > Class & Groups > Class Groups
- The login details of the session will be sent to you via email. Do not share your Zoom session information with anyone else.
- You are required to log into a Zoom session with audio and video enabled, and remain in the session until the invigilator closes the session.
- Please join the Zoom session 30 minutes before (earliest) and at the latest, 15 minutes before the designated exam time. Wait in the "Waiting Room" to be admitted.
- Do not use a virtual background for Zoom.
- Keep the chat open so that you can see announcements from the invigilator, but do not use it to chat with other people.
- You should keep your webcam and audio on, **with your face clearly visible in the camera at all times.**
- Make sure that Zoom is installed and tested in advance to ensure that the audio (input and output), as well as the camera, works well on your computer. You can find more info at <https://wiki.nus.edu.sg/display/cit/Zoom>.

General instructions

- This is an open-book exam. You may use softcopy notes on your tablet device.
- Have your matric card with you for identity verification. You may be asked to show your card at the beginning of the session and also during the exam.
- Take this exam in a private room where you can be alone without being disturbed.
- There should be reliable internet connection.
- You will need a reliable, fully charged and plugged-in laptop/desktop, with a webcam and microphone.
- Ensure that you have sufficient paper and stationery. You will need a calculator.
- If you wish to use the toilet, seek permission from the invigilator through Zoom private chat. You agree not to communicate with anyone through any means during the toilet visit and keep the visit as brief as possible.