

Online assessments for GEA1000 (Circular 2)

Dear students,

This is the second instalment of details regarding the forthcoming online assessment (Mid Term Test) on 12th March. The same principles will apply for the Final Examinations as well. Please read through the details **CAREFULLY**.

1. Check your assigned zoom proctoring session links via LumiNUS gradebook from Wednesday (9th March) 2200 hours. The zoom session links are personalized (do not use your friend's session).
2. You should have already installed Zoom on your secondary (proctoring) device. In addition, please install Microsoft Teams (highly recommended) as well. This is for the purpose of our IT Support contacting you via a call (using Microsoft Team) for technical support if necessary. After downloading Microsoft Teams, sign in using your NUS ID.
3. Download the test paper using Exemplify, starting from Friday (11th March), 2pm. The test paper will be available for downloading until Saturday (12th March). Students who have not downloaded the test paper by Saturday (12th March) 2pm, will not be able to take the test and will be given a score of 0.
4. Note that during the test, you are not allowed to refer to any device other than your answering device (so no iPads or other tablets etc.). You are allowed to use calculators, software like Excel (or others, without network connections, on the answering device) to perform any calculations.
5. On Saturday, 12th March,
 1. Using your secondary device, log into the zoom (using your NUS ID) proctoring session assigned to you between 2.55pm to 3.05pm. You will not be able to log in using your personal ID. **Do not turn down the volume of your secondary device. This is so that you can hear any announcements made by the invigilator.**
 2. Please wait patiently for your invigilator to admit you into the zoom session. This may take some time so do not worry if you are in the waiting room waiting for your turn to be admitted.
 3. Ensure both primary and secondary devices are connected to power sources or have sufficient power.
 4. Set up your secondary device such that the invigilator can see you in accordance to the requirement announced earlier (see picture below).



Image 1: Camera's angle for Zoom proctoring

4. Once you have set up your secondary device, you may settle yourself in front of your primary (answering) device and get ready all the materials that you need (books, notes, pen, paper, drinks, etc.)
5. If time permits, you can also go to the washroom but make sure you are ready and seated in front of your answering device by 3.10pm.
6. Exam password will be released via zoom chat by your invigilator just before 3.15pm. You can start the assessment once you have the exam password and your answering device will be locked down once you start the assessment. The time you are given for the assessment will begin once you start. In other words, even if you start a few minutes after 3.15pm, you will still be given the full assessment duration so there is no need to panic.
6. During the assessment, if you need to communicate with the invigilator:
 1. Keeping the zoom video on at all times (meaning the invigilator can see your movement), move over to your secondary device, use the raise hand function in zoom and use the chat function to send a private chat to your invigilator (your invigilator is the host of the session).
 2. Do not speak, as you will be muted. Type the question that you wish to ask. If it is a question from the test, type out the first few words of the question so that your invigilator knows which question you are referring to.
 3. Your invigilator will answer your question through the chat function and once you are done, you will reposition the secondary device and move back to your primary device to continue with the assessment. No extra time will be given. Remember you have to keep your zoom video on at all times.
7. If you encounter technical difficulties at any time during the assessment, follow the procedure described in point 6 to communicate with your invigilator, who will assist you.
8. A recording of the entire session will be made. It is important that your zoom video is on for the entire duration of the assessment. If for whatever reason, your video turns off and you cannot be seen by your invigilator, your invigilator will make a verbal announcement in zoom. This acts as a reminder and final warning for you to rectify the problem.
9. **In the past, students who cannot be proctored via zoom had their test scores forfeited so please pay attention to this point.**
10. When you are ready to submit your answers in Exemplify, click on "Submit". You have to do this before the allocated time is up. If you have not clicked on "Submit" by the time your allocated time is up, Exemplify will automatically log you out of the assessment session and attempt to submit your answers for you.
 1. After you have clicked on "Submit", wait for the green acknowledgement screen which will indicate that your submission is completed.
 2. After your submission is completed, network connections will be restored on your primary device. You may use your primary device for other purposes.
 3. Remain in position in front of your primary device. Do not move the secondary device, **do not log out from zoom**. Wait for instructions by your invigilator.
11. It is normal for the submission process to take a while, as the Exemplify server needs time to upload the numerous submissions that are being queued. Please be patient and remain in position until further instructions are given.

Hope that the information above is clear and everyone will pay attention to the details.

All the best and see everyone "online" next Saturday!

Kah Loon

On behalf of the GEA1000 team