

Learning Guide Unit 9

Site: University of the People

Course: CS 2205 Web Programming 1 - AY2021-T5

Book: Learning Guide Unit 9

Printed by: Nadine Lynch

Date: Wednesday, 18 August 2021, 8:56 PM

Description

Learning Guide Unit 9

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Final Exam Overview

The Final Exam period lasts four days during Week/Unit 9. It begins on Thursday at 12:05 AM UoPeople time (GMT -5) and ends Sunday at 11:55 PM, UoPeople time (GMT -5). You are responsible for being aware of the official UoPeople clock (located in the upper left-hand corner of every course), and accounting for your local time zone or +1/-1 hour discrepancies due to Daylight Saving Time.

During this four-day access period, you may choose to begin any Final Exam, for any course, at any time. However, it is highly recommended that you attempt all of your exams as early as possible, and not leave them for the last few hours of the access period. Starting your exams early will adequately allow for any communication or technical support, if needed.

Once you begin taking a Final Exam, you will be allowed only **one attempt** and there will be a **time limit**. The exam clock cannot be paused while the exam is in progress. Therefore, it is important that you be in an environment free from disturbance or interruption, and that you complete any errands or other necessary actions before beginning an exam.

Please note - since there is plenty of time and opportunity allotted over the course of four days for resolving both technical and non-technical issues, **there will be no make-up exams allowed.**

The Final Exam is administered entirely online and is a fully computer-graded activity. The exam grade will **not** automatically appear in the gradebook right away, as it will take a few days to analyze the results. The exam grade will appear in the gradebook by the end of Week/Unit 9, and final course grades will appear in the gradebook by the following week.

If you have any questions, comments, or concerns regarding the Final Exam, please be sure to contact your program advisor as soon as possible.

Proctored Exam

The Final Exam for this course must be done under the supervision of a proctor. Since you already secured your proctor before registering for this course, this is a reminder that you should coordinate with him/her before you take the exam. Please note, you will not be permitted to change proctors during the course. As a reminder, students are required to successfully complete proctored exams spaced throughout their program of study at UoPeople, in order to verify the student's identity in confirming a degree and diploma upon graduation.

See Proctoring Guidelines below or visit the Proctoring Guidelines page.



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Technology

Proctoring Guidelines

Proctored Exams – Instructions to the Student

Every undergraduate student at University of the People ("UoPeople") must take proctored exams (an exam under the supervision of a proctor) prior to graduation. Students that are taking a course that has a proctored exam must take a proctored exam. A student cannot graduate unless all required proctored exams are successfully completed.

You may choose either an 'offline' proctor free of charge or an online proctoring service where you may take your exams online at home, using a webcam and a reliable high-speed internet connection. If you intend on using the online proctoring services, you will need to sign up and create an account on the ProctorU Portal.

All procedures and instructions regarding proctored exams ("The Proctor Process") are listed herein. Students are strongly encouraged to carefully read and follow the Proctor Process in order to avoid any misunderstandings.

The Proctor Process – Summary

1. Students who have chosen to use an offline proctor are required to choose a proctor who meets all of The UoPeople proctor requirements.
2. Students must coordinate with their proctor the date, time and location of the proctored exam. If you intend to use online proctoring services (ProctorU), you must create an account in ProctorU. Scheduling the exam with ProctorU can be done at the beginning of the term, where you will be able to view the exams on the ProctorU website.
3. The proctored exam will take place during the final exam period outlined in the University Academic Calendar.
4. Prior to starting the proctored exam, students must present to the proctor a government-issued ID, which will be used to identify the student.
5. Once and only if the student is identified, the proctor will be required to enter a code into the Virtual Learning Environment in order to access the exam. The code will be provided to the proctor by Student Services prior to the beginning of the exam.



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UoPeople Clock (GMT-5)

Wed, Aug 18, 2021
1:56:12 pm

All activities close on
Wednesdays at 11:55 PM,
except for Learning
Journals/Portfolios which
close on Thursdays at 11:55
PM **always following this
clock.**

Due dates/times *displayed*
in activities will vary with
your chosen time zone.

6. All University general policies and Academic Code of Conduct specifically applies to proctored exams.

7. Students that do not take the proctored exam, for any reason whatsoever; will be subject to a 0.00 in the course, as outlined in the University catalog.

UoPeople highly advises all students to review the proctor FAQs on the Student Portal regarding the Proctor Process.

your chosen time zone, however you are still bound to the **11:55 PM GMT-5** deadline.

The Proctor (Process) – In Detail

1. It is the Student's sole responsibility to choose a proctor. A proctor must meet the following requirements:

1. Be at least 21 years old.
2. Be a reputable person of integrity (e.g. local official, a supervisor at work, religious figure, etc.)
3. Cannot be a relative of the student, a student at UoPeople or an applicant.
4. Cannot have a conflict of interest or have any vested interest in the student's grade or performance on his/her exam.
5. Must have adequate and reliable access to the Internet, including email services.

2. When choosing offline proctor, students are strictly prohibited from offering the proctor any payment or another benefit in return for the proctor's willingness to supervise the exam.

3. Students must identify a proctor during online registration for courses that require a proctor by entering the following information:

1. First and last name.
2. Email address.
3. Contact information (telephone number and place of residence).
4. Occupation.

*If you decide to use ProctorU services, click on "ProctorU" from the list, the details have already been added to our system. Students should take note that ProctorU is a paid service and prices for exams will only be given after the student has created an account on the ProctorU website.

4. It is the student's sole responsibility to inform the Office of Student Services of any changes to the proctor's contact information.

5. UoPeople has the right to contact the proctor directly in order to validate his/her identity and to assure that he/she meets all the requirements. If UoPeople rejects a proctor, the student will be notified accordingly, and it will be the student's sole responsibility to provide another proctor.

6. Rejecting a proctor is at the sole discretion of UoPeople. The university has no obligation to provide

Exam Preparation & Procedures

You are responsible for adequately preparing for the Final Exam by reviewing all course lessons and materials, and asking necessary questions from your peers and instructor. If a Review Quiz is provided in Unit 9, it is highly recommended that you take it in order to better understand what you should review and study.

During the exam, you may select answers and navigate freely through the exam pages by clicking the "**Save Without Submitting**" button at the bottom of each page. Using this button, you will be able to re-visit pages, and change your answers before you are ready to submit the exam. The order in which you answer the questions on the exam is entirely up to you. It is recommended that you browse through all of the questions before answering them, as this will allow you to first get through the material you know well, before thinking about the questions that are more difficult for you.

After you have double-checked your work and are satisfied with all of your answers, please go ahead and click the "**Submit All And Finish**" button. You will **NOT** be able to go back and make any changes after submitting your exam, so please do **NOT** click this button until you are sure you want to do so.

Please remember to keep careful track of your time, and keep an eye out on the exam countdown clock as well. If you are in the middle of your exam when the time limit ends, your exam will be automatically submitted for you by Moodle, with the answers you have currently selected. Again, you will **NOT** be able to go back and make any changes if this happens.

Exam Technical Requirements & Support

To ensure maximum compatibility and reliability, it is highly recommended that you use the most recent version of Mozilla Firefox when taking your exam. You are responsible for making adequate arrangements to be on a reliable computer with a reliable Internet connection during the exam. Furthermore, you should test out the computer and browser ahead of time, and ensure it has no technical issues that might hinder you during the exam period.

If you experience a technical problem during the exam, please email support@uopeople.org and also contact your instructor immediately.

Academic Integrity

Please note - you **must** work on the Final Exam independently, with **no** assistance from or collaboration with other individuals, and **without** using any course materials including the Internet and non-electronic sources. If you suspect that a student is cheating on his/her Final Exam, or otherwise violating UoPeople's Academic Code of Conduct during the exam period, please notify your instructor immediately.

In keeping with University of the People's Academic Code of Conduct, any conduct that interferes with the quality of the educational experience at UoPeople is not allowed and may result in disciplinary action, such as course failure, probation, suspension, or dismissal. For more information on this topic, please review the section titled "Academic Integrity And The Disciplinary Process" in the University Catalog.