

CS2030/S Manual Exam Protocol

There are 4 sections to this Protocol. Please read through all sections and familiarize yourself with all the instructions. For the exam to be smooth and successful, your full compliance is needed. Ignorance will not be accepted as an excuse.

The Final Exam date and time remains unchanged: **Mon, 30 Nov 2020, from 5pm to 7pm. Duration: 2 hours.**

Section 1: Before the Exam

- 1.1. Please read and follow the E-Exam SOP for Students here:
<https://mysoc.nus.edu.sg/academic/e-exam-sop-for-students/>
- 1.2. We will adhere to the SOP, except for the deviations as stated in this document.
- 1.3. You will use your own computer to take the Final Exam; you will not be using the Fedora ISO, nor will you login to the PE node.
- 1.4. Please make sure that your own computer is working, and install the necessary software as stated in the SOP.
- 1.5. The exam questions will be contained in a pdf file, and you will write your answers in the text files provided. Ensure that you have the necessary software to view the pdf, to edit text files, and to view Java documentation.
- 1.6. By taking the exam, you are agreeing to abide by the following Honor Code:
 - 1.6.1.1. You will not discuss with, or receive help from, anyone.
 - 1.6.1.2. You will not search for solutions or help, whether online or offline.
 - 1.6.1.3. You will not share your answers with, or give help to, anyone.
 - 1.6.1.4. You will act with integrity at all times.

Section 2: On the day of the Exam

- 2.1. Set up a Zoom device (your phone, tablet, or another computer) for proctoring. Set up your computer to take the exam. Ensure that both your Zoom device and computer are plugged in to A/C power, and not running on battery. Ensure that you have a stable internet connection. Use wired networking instead of wifi, so that your connection is stable.
- 2.2. Your Zoom device must be properly mounted so that the Proctor can see you at all times, as per the SOP.
- 2.3. Thirty minutes before the exam starts, sign in to Zoom using the link given to you. This link may be found in Luminus Conferencing. This Zoom group is the same as your Exam Group (eg. E01, ... E13).
- 2.4. For easier proctoring, each Exam Group will have about 23 students, presided over by a Proctor. Do not switch group. There is no advantage that one group has over another.
- 2.5. You will be informed of your Exam Group in a separate email shortly.

- 2.6. Show your Student Card to the Proctor for attendance, and assist the Proctor to position your Zoom device.
- 2.7. Enable audio to hear announcements, but mute your device.
- 2.8. Login to Luminus and download the single zip file from the Files folder called "Final Exam". The password to decrypt the zip file will be announced via Zoom at the start of the exam.
- 2.9. Start your screen capture via `ffmpeg`, or appropriate software, as stated in the SOP.
- 2.10. Wait for the announcement to start the exam. Do not start any earlier.

Section 3: During the Exam

- 3.1. Start your exam when told to do so. Use the given password to decrypt the zip file.
- 3.2. View the file `questions.pdf` for the questions, and write your answers in the appropriate text files.
- 3.3. Keep your Zoom device muted, but your video turned on throughout the exam. Use the Zoom chat if you wish to communicate with your Proctor. Do not speak into your Zoom device, since that would disturb your classmates.
- 3.4. Do not be late for the exam; if you are, no extra time will be given to you. Everyone will start and end at the same time (except for some students for which prior arrangements have been made).
- 3.5. If you are more than 1 hour late; you may be denied entry to the exam.
- 3.6. If you need to pause or leave the exam, notify your Proctor. If you walk away without informing your Proctor, you may be flagged for cheating.
- 3.7. To communicate with the Professors (eg. to clarify doubts about the exam questions), use the Luminus Forum with the heading "Final Exam Queries". Your questions will be answered as soon as possible, on a best effort basis, ie. answers may not be immediate.
- 3.8. Note that this means that your question and its answer will be visible to everyone, and you will not be anonymous.
- 3.9. Use only the designated Forum to ask questions; do not use email.
- 3.10. Write your answers in the text files provided (without changing their filenames), zip them into a single file (without password), and name the zip file with your Student Number, eg. A1234567K.zip.
- 3.11. Do not use any other filenames, and do not include your name anywhere in your answer files.
- 3.12. Submit your zip file to a Luminus Files folder called "Enn submission folder", where *nn* (from 01 to 13) is your Exam Group.

- 3.13. You may submit multiple times BEFORE the exam ends, but only your final submission will be graded. Your final submission must be complete, ie. do not answer Q1 and Q2 in the first zip file, and Q3 and Q4 in your second zip file and expect the instructors to combine both files.
- 3.14. Submit only 1 zip file, and not multiple files. All files in your zip file must be text files (either .txt or .java). Other file formats, eg. docx, pdf, jpg, class, will be ignored. Do not submit the question file.
- 3.15. You should also email the same zip file to cs2030nus@gmail.com as a backup.
- 3.16. Listen out for any announcements, which will be made via Zoom audio.
- 3.17. At all times, follow the instructions given to you by your Proctor.
- 3.18. If you have submitted your answers and wish to leave early, inform your Proctor.
- 3.19. You should keep track of the remaining exam time yourself. Your Proctor will announce the time when there are 15 minutes left.
- 3.20. At this point, you are encouraged to zip and submit your files, if you have not already done so. No extra time will be given to submit your files.

Section 4: After the Exam

- 4.1. Stop writing when the announcement to stop is made.
- 4.2. **At this point, you are not allowed to submit your files, so be sure you have submitted BEFORE the stop announcement.**
- 4.3. Do not leave until you are told to do so; wait patiently while checks are being made.
- 4.4. Within 3 hours of the end of the exam, upload the video of your screen capture to the Luminus Files folder "Submission of Screen Capture". This may take a long time, depending on the size of your video file, and the network. Name your video file using your NUSNET id: eg, e1234567.mp4.
- 4.5. In addition, keep your video file for 3 weeks, as per the SOP.

In case of Failure

Despite everyone's best effort, failure can still happen. This could be a power outage, or hardware failure, or network failure. Do not panic! Stay calm and use alternate means for communication:

- a. If Zoom fails, use Microsoft Teams. The Teams link will be announced in Luminus.
- b. If your telco (eg M1, Singtel, Starhub) is down, try to use a different network to send email to the professors.

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