

ISYE6414 Spring 2023 - Midterm Exam 1 Logistics

With the first midterm exam opening on Monday, February 13th at 8 a.m. EST and closing on Sunday, February 19th at 11:59 p.m. EST, we would like to cover the logistics of taking the exam.

First, the midterm exam will test material covered in Modules 1, 2 and 3 (Part 1), and it will consist of **two proctored exams** with a total duration of 3 hours. Part 1 of the exam (including T/F and MC questions) is **closed-book** while Part 2 (including an R data analysis) is **open-book**. The exam hours are split into 60 minutes for Part 1 and 120 minutes for Part 2, ***plus an additional 10 minutes*** to knit and submit your responses for Part 2 only. You are free to take the two exam parts with a break in between, in different days, or any order that is convenient for you.

Part 1 Closed Book Logistics

Please don't open any window other than an on-screen calculator while taking Part 1. In Part 1 of the exam, you're allowed to use two pieces of empty scratch paper, a one-sided hand-written or typed page of notes, and a calculator (physical, Honorlock calculator, or your computer's calculator app). Your cell phone isn't accepted as a physical calculator.

Note that once the allotted time expires (60 minutes), the exam will automatically close. Please note that it's your responsibility to keep track of your time and submit your exam before the 60 minutes expire.

Part 2 Open Book Logistics

An additional 10 minutes has been allotted to Part 2, for a total of 130 minutes, so that you will have enough time to knit/export and submit your answers. Note that once the allotted time expires (130 minutes), the exam will automatically close. Please note that it's your responsibility to keep track of your time and submit your exam before the 130 minutes expire.

In Part 2 of the exam, you're allowed to use: R CRAN, R studio, Jupyter notebook, notes, homework assignments, empty scratch paper, online lectures, course material, your own code, pdf documents, word documents, physical books, and physical notes. For this portion, you will use R on a provided data set to answer the questions within an R Markdown /Jupyter notebook. You are also allowed to use the copy and paste function. **Please note that Part 2 is open-note and not open internet. That means no Googling answers or using StackExchange, etc.** Please refer to the open book policy in the syllabus:

"Open-Book Policy. What we mean by open-book is that students are allowed to refer to course class material, including lectures and homework assignments, any material provided in the course, and the R help menu. Open-book includes any notes you may have stored on your computer on the course topics. Only one computer is allowed during exams. Open-book in this course does not include access to the internet, or communication by any method. Use of the

internet and/or communication with anyone during the exam will be subject to the Georgia Tech honor code and conduct policies/actions (<http://www.policylibrary.gatech.edu/student-life>)."

You will knit/export your R Markdown/Jupyter notebook to **HTML** and upload the knitted file to Canvas. Make sure to start submission of the exam 10 minutes before the end of the exam time.

- If you are unable to knit your file as HTML for whatever reason, you may upload your Rmd/ipynb/PDF/Word file instead. However, you will be penalized 10%.
- If you are unable to upload your exam file for whatever reason, you may IMMEDIATELY attach the file to the exam page as a comment via Grades -> Midterm Exam 1 - Open Book Section (R) - Part 2 -> Comment box. However, you will be penalized 10% (or more) if the submission is made within 5 minutes after the exam time has expired and a higher penalty if more than 5 minutes. Furthermore, you will receive zero points if the submission is made after 15 minutes of the exam time expiring. We will not allow later submissions or re-taking of the exam.
- If you upload your file after the exam closes, let the instructors know via a private Piazza post. Please **DON'T attach the exam file via a private Piazza post to the instructors** since you could compromise the exam process. Any submission received via Piazza will not be considered.

Most importantly, you're **NOT ALLOWED** to communicate with anyone during the exam (example: email, phone or other communication outlets).

Before testing, it is also important to be aware of the following:

1. A practice exam will be available in Canvas to ensure that you can test your system using the same proctoring settings that the actual exam has, and that you can get familiar with the format of the exam and the proctoring tool before taking the actual exam. Take the time to locate the Honorlock toolbar within the exam where you can find the calculator, live chat button, exam timer, etc.
2. Make sure to install all the libraries that have been used in the homework and code examples to avoid running into installation problems during the exam. You won't be required to use any libraries that have not been previously used in the course.
3. Plan to take each part of the test in one sitting.
4. Find a quiet testing location, free from distractions and interruptions, and stable internet connection.
5. Use a computer with a working webcam & microphone.
6. Have your photo ID ready before testing.
7. Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment.
8. Navigate to your exam within Canvas and agree to Honorlock's Terms of Service and our Data Collection and Use policy before launching proctoring.
9. Once you have launched proctoring, Honorlock will take you through the process of identifying yourself as the test taker. This process involves a facial scan, and ID scan.

10. Next, you will be prompted to complete a room scan. **During the room scan for Part 1, you need to clearly display your scratch paper front and back, and your page of notes front and back.** Please note that this process will not take up your actual test time.

11. Once you have completed Honorlock's authentication and room scan process, the test questions will appear.

What to Do During Testing:

- **DO** ensure that your laptop remains fully charged during the exam period (keep the charger within arm's reach if you don't want to keep it plugged in).
- **DO** track your exam time yourself. Do not rely on the Honorlock timer. Some students have reported it not appearing in their exam. Please assume that you will need to track the time yourself. You may use a clock, stopwatch or on screen timer, but you may not use a phone for timing purposes.
- **DO** remain visible in the web camera during the entire duration of the exam. If the system loses track of your face (e.g. while you are working on scratch paper), the view of the exam will be temporarily blocked, but will resume as soon as your face is visible again. Also, note that if a possible exam rule infraction occurs, a live proctor "pop in" could be triggered which will temporarily block the view of the exam while the proctor works with you to follow the exam guidelines or adjust environment conditions for better capturing purposes. The proctor will be able to resume the exam for you once their session is over.
- **DO right-click all links in the exam page (dataset and starter template files) and select to open in new window/tab**, or make sure your browser settings are set to always open new links in a new window/tab. Selecting to open a link in the same window will cause the exam page to close. If this happens, you will be asked to reauthenticate prior to being allowed to move forward with the exam.
- **DO** reach out to Honorlock support if you experience any technical difficulty that prevents you from starting or continuing the exam. Please note, your exam time will NOT stop or pause if you initiate the Live Chat support utility while taking the exam.
- If the exam unexpectedly close due to a power outage or any other technical reason, once your connection is restored, you will be asked to reauthenticate prior to being allowed to move forward with the exam. Please note that the exam timer will NOT stop or pause. If you are able to proceed with taking the exam, AND you are able to relaunch Honorlock, don't lose time contacting Honorlock or the instructors. After you submit your exam you should reach out to the instructors. Incidents will be dealt with on a case-by-case basis.
- For Part 2, please write your answers directly into the RMarkdown file or Jupyter Notebook. Knit/Export the file to HTML and upload it to the exam on Canvas before the exam time expires. Note that you can make multiple uploads within the exam time, but you can submit your exam file only ONCE.
- Only when you are ready to submit your file and end your exam, click the Submit Quiz button at the very bottom of the Canvas exam page.
- Once you click the Submit Quiz button, Honorlock will notify you via a pop-up window that it is ending the proctoring session. After Honorlock ends the proctoring session, you will not be able to make another submission.

What Not to Do During Testing:

- **DON'T** leave the testing environment for any reason during Part 1. A short restroom break will be allowed for Part 2 (no longer than 5 minutes).
- **DON'T** speak to another person during testing, even if about something unrelated to testing.
- **DON'T** use dual monitors. Honorlock will ask you to disconnect any additional displays to ensure only one screen is in use.
- **DON'T** use of a phone or any other electronic device, other than your test-taking device.
- **DON'T** use headphones or smart watches.
- **DON'T** worry if something unexpected happens, particularly with Honorlock. After you end your exam, an actual human will look at any flagged behavior to ensure that it is a real testing violation. For example, if someone walks into the room while you are testing and you politely ask them to leave, this would not be considered a violation.

Best of luck to all of you!