

MECH468/509 Midterm Exam Instruction (updated on Feb 13, 2021)

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Exam date and time: February 24 (Wednesday) 1:00-1:50pm Vancouver time

Before the exam

- Find a location where you be completely undisturbed and will be quiet for entire exam period.
- Prepare a computer (laptop or desktop) with webcam. If you don't have a webcam, contact me in advance.
- Prepare a work area, with pens and erasers, and blank papers to write your answers.
- **The exam is Open-book. Calculators are NOT allowed.**
- **You are allowed to see files on Canvas, and also files stored on your computer.**
- **No web-browsing during the exam.**
- **Turn off your phone or make it in airplane mode. You should not see your phone during the exam.** You can see the time on your computer screen.
- Prepare a sufficient amount of blank papers. I suggest you to **write name and student number on each paper in advance.**

Just before starting the exam (around 12:55pm)

- Log in Canvas and Zoom room around 5-min (or earlier) before the exam starting time.
- I open the Zoom session from 12:30pm, but the exam will start at 1:00pm.
- Turn on your webcam around 12:55pm. I might ask you to adjust the angle of the webcam.

Starting the exam

- At the **top** of the Canvas page, "MECH468509_midterm_2021.pdf" will be available at **12:59pm**. Download the file, and start writing the exam. If you want, you can print it out.
- Write your answers on your own papers.
- Separate questions (Q1, Q2, ...) should be answered on separate papers.
- During the exam, **you can touch your computer only when it is necessary** (for example, to see distributed course material, to scroll question pdf-file, to see the time, to send me an email, to resolve technical issues, etc.).

To submit the exam (to scan and upload your answers)

- Take a photo of your answer sheets, or scan your answer sheets.
- Go to "Assignments" on Canvas. You will see "Midterm Exam" at the top of the page.
- Click each question number Q1, Q2, ..., and upload appropriate file and "Submit Assignment".
- **After uploading, make sure that you uploaded all pages. You will not be allowed to add any page later.**
- Don't continue writing the exam after 1:50pm. Keep in mind that you are still being monitored by webcam.
- If you finish the exam earlier than 1:50pm, you can upload your answer files earlier than 1:50pm, and stop Zoom.
- Just in case, I suggest you to keep your answer sheets until you get the official mark.

Even if you encounter technical issues, don't panic! Email to nagamune@mech.ubc.ca; you will be treated in a fair manner.

Frequently Asked Questions

Q1. Should I print out exam question sheets? Where shall I write my answers?

A1. No, you don't need to print out exam question sheets. You write your answers on blank papers prepared by yourself.

Q2. I don't have a webcam. What can I do?

A2. Please contact me as soon as possible.

Q3. If I want to go to washroom during the exam, ...

A3. You are allowed to go to washroom during the exam. Just simply walk out and back in.

Q4. Can I turn on my smartphone to scan my answer papers, and to transfer them to the computer for Canvas upload?

A4. After the exam, you can turn on your smartphone, take photos of the answer sheets, and then transfer scanned document files from your phone to the computer. You should be caught by the webcam while you are doing this process. At this stage, if it is after 1:50pm, you should not write anything on your answer sheets.

Q5. Does “open-book” policy mean that the exam is more difficult than previous years’ exams?

A5. No. In fact, my intention is that students should be able to solve all questions even without looking at “open-book” material if they studied and understood the material. I don’t want students to look around files and find answers during the exam. Students will not have much time to do so during the exam. Setting “open-book” policy is mainly to remove concerns and stresses from many students.

Q6. If I lose internet connection during the exam, what shall I do?

A6. First of all, please make sure to download the exam question file in your computer at the beginning of the exam, so that you can access the questions even without internet connection.

Regarding Zoom invigilation, if you lost internet connection after the exam starting time (1:00pm), and if it is easy to recover Zoom connection, please do so. Otherwise, forget about Zoom, and complete the exam to the best of your ability. Please report your encountered issues to me after the exam.

Please test your webcam before the exam date (either Q&A session, office hour, just before the exam).