CS5242 : Neural Networks and Deep Learning

Online Invigilation Setup

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Setup Instructions

- Two devices are needed for online invigilation :
  - Phone/tablet : Use to record your face and your background with Mobile Zoom.
  - Laptop/desktop computer : Use to record your screen with Desktop Zoom.
- You will receive
  - 50% penalty if we cannot record your face and background.
  - 50% penalty if you do not record your screen or do not upload the recording by midnight/12am the same day.
- Make sure you have tested successfully these setup instructions a few days before the test !
  - Do not make the setup on the day of the test.

Setup Instructions

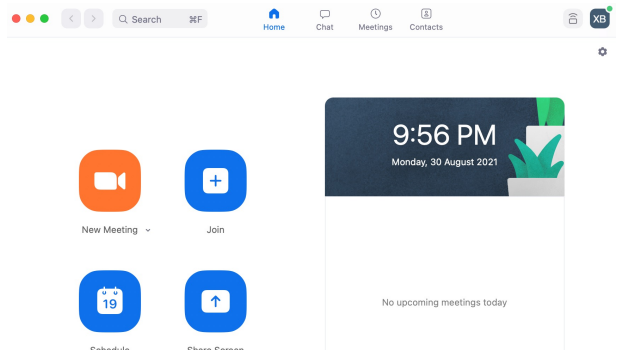
- Phone/tablet :
  - Install Mobile Zoom App on your phone/tablet.
  - You must login to your zoom group at the time of the test.
    - Change your zoom alias to be your name and student No., e.g. John_Smith_A1234.
  - The video feed of your face and your background will be recorded from your camera by the invigilator via Zoom.
    - You must start your video camera between 8:00pm-8:10.
    - Do not use any virtual background.
  - You must place your phone so the invigilator can see you and the background.
    - The camera must be positioned to capture one side of your face, both hands with table and the entire laptop/desktop screen as illustrated here :

Setup Instructions

- Phone/tablet :
  - Your phone must be oriented in landscape mode.
  - Your phone/tablet must be connected to the charger to prevent your Zoom video feed from being disconnected.
  - You must disable the sleep/screen off mode on your phone/tablet.
  - Only two electronic devices are allowed on the table.
    - Other devices are not allowed.
  - You must turn up the speaker volume on so that you can listen to the invigilator if necessary.
    - Please, mute yourself.

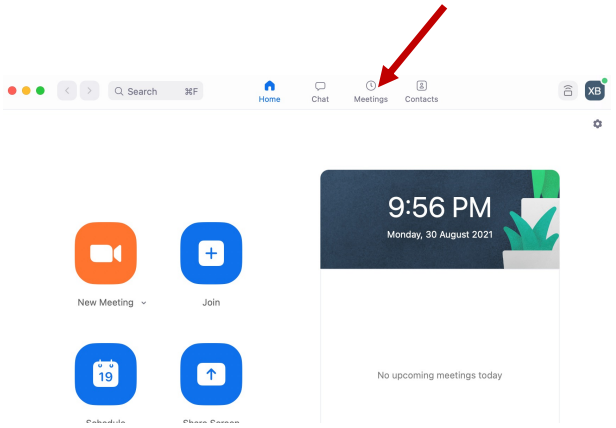
Setup Instructions

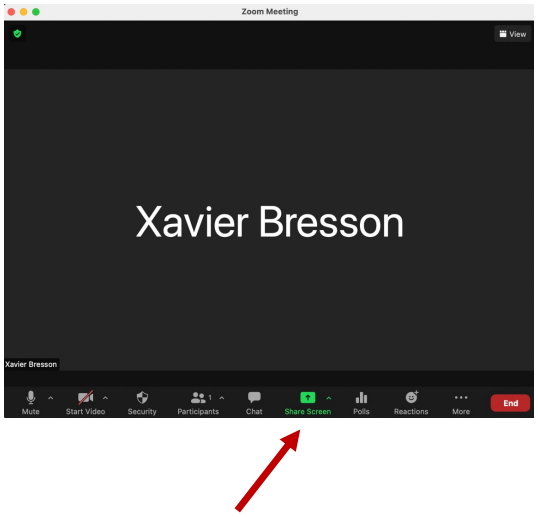
- Laptop/desktop computer :
  - Install Desktop Zoom App on your laptop/desktop.
  - You will use Zoom to record your full screen during the test.
    - You can only use a single screen. If you're using an external monitor, this screen must be switched off.
  - You will upload the video file of the screen recording to LumiNUS before midnight the same day of the test.
    - LumiNUS => Files => Quiz Screen Video Upload => Quiz 1
    - Name of the video file : your_name_and_student_No.mp4, e.g. John_Smith_A1234.mp4

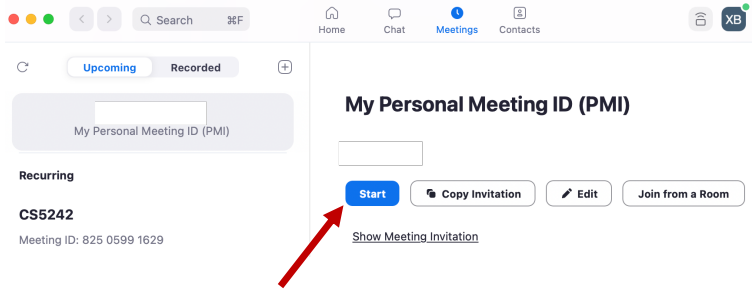


Setup Instructions

- Recording instructions :
  - Open Desktop Zoom App.
  - Go to Meetings => My Personal Meeting => Click “Start”
  - Click “Share Screen”

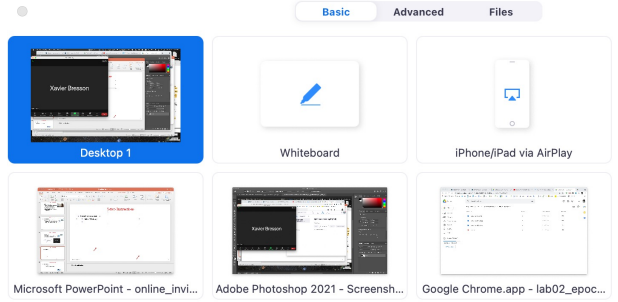


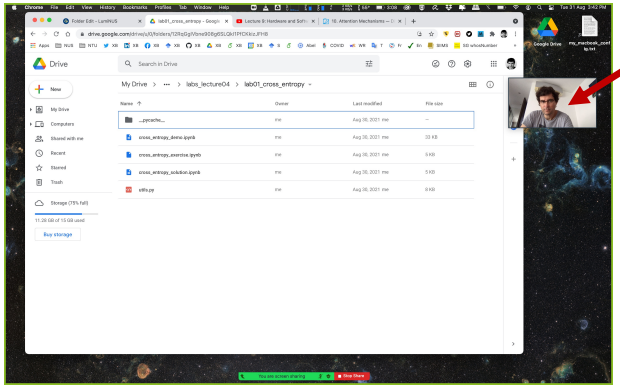


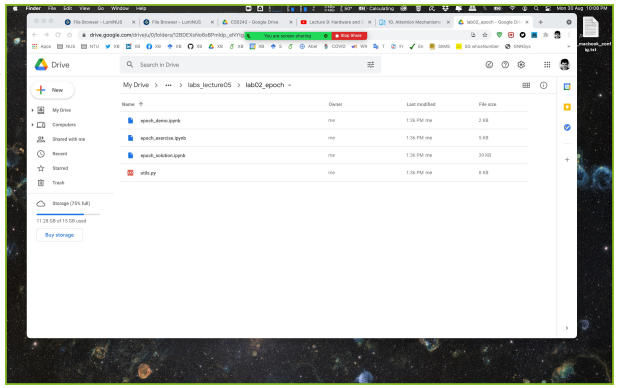


Setup Instructions

- Recording instructions :
  - Select “Desktop”
    - You will see your full screen surrounded by a green square.
  - Make sure your video is on to record simultaneously your face, your background and the full screen.
    - Do not use any virtual background.

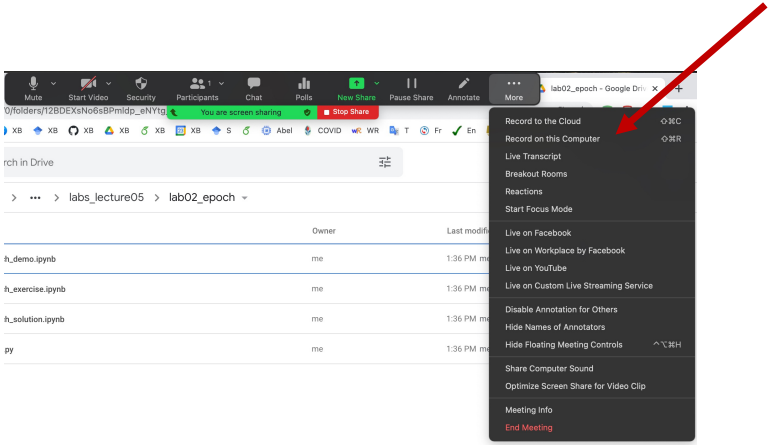


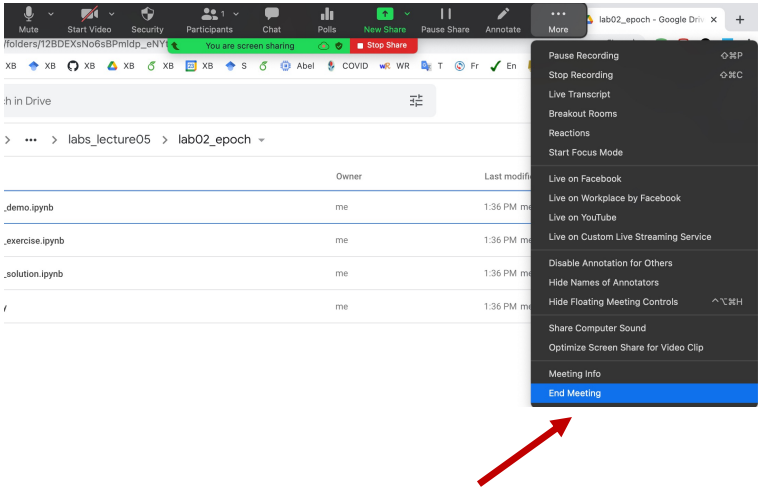




Setup Instructions

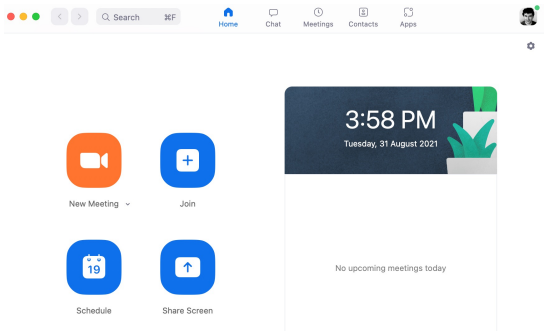
- Recording instructions :
  - In the menu, select More => Record
    - You can select “Record on this computer” or “Record to the cloud” (with a zoom license).
    - Record your screen during the test. When the test is done, simply click More => End Meeting.

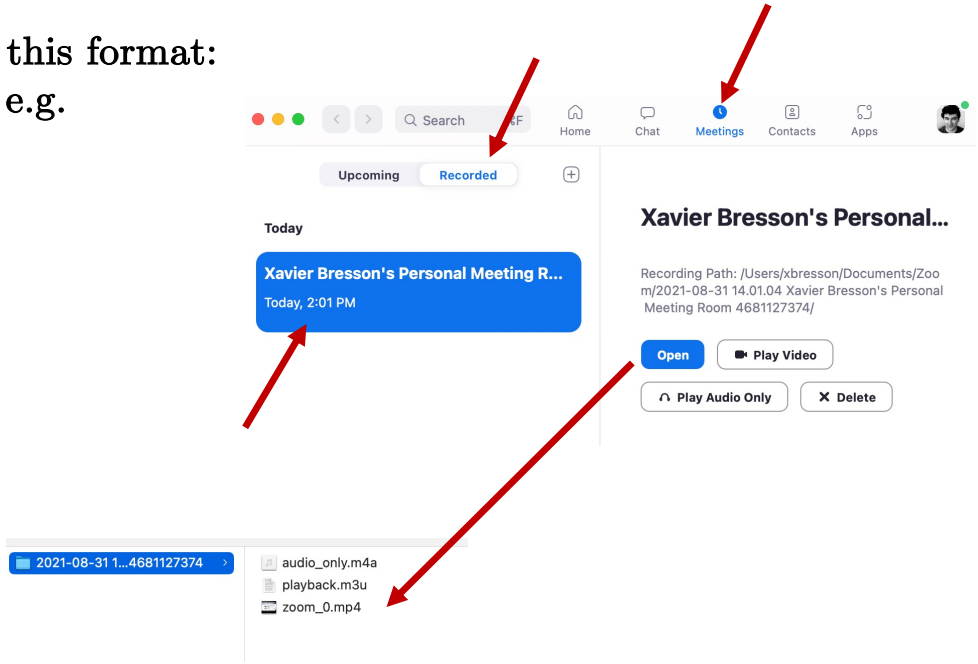




Setup Instructions

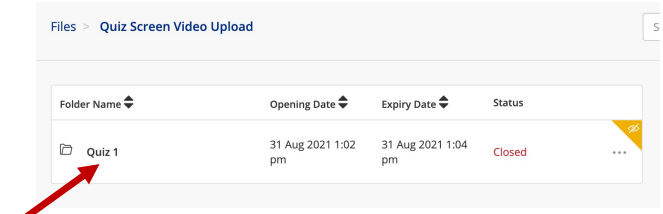
- Recording instructions :
  - Get your video file by opening the Zoom app.
  - Select Meetings=>Recorded
  - Select the video of the test=>Open
  - The video to upload to LumiNUS is zoom_0.mp4
  - Change the name of the video file to this format: your_name_and_student_No.mp4, e.g. John_Smith_A1234.mp4

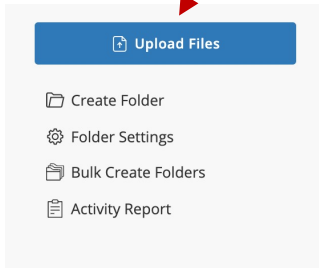


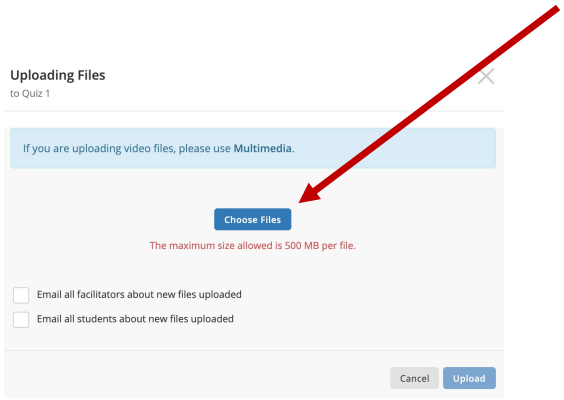


Setup Instructions

- Recording instructions :
  - The size of the video file for 60min is around 200MB. Note: There is a limit to 500MB to upload on LumiNUS.
  - You have until midnight of the same day of the test to upload your video file to LumiNUS=>Files=>Quiz Screen Video Upload=>Quiz 1.
  - DO NOT select “Email all facilitators about new files uploaded”.







Communication with Invigilator

- Make sure you join the zoom session on your phone/tablet with the audio on, such that you can hear audio announcements from the invigilator, if necessary.
- To communicate with the invigilator during the test, use the zoom chat on your phone/tablet. After communication, put back the phone/tablet to record your face and your background.
- Seeking clarification on a question: Ask your question to the invigilator using zoom chat message sent only to your invigilator. After communication, put back the phone/tablet to record your face and your background.
- Confirmation of successful quiz submission: if you do not receive the email confirmation, send an email to your invigilator, and the invigilator will check manually.

Test Rules

- You must comply with all the instructions from the invigilator.
- You are not allowed to communicate with anyone (whether in person or online), except with the invigilator for assistance.
- You are not allowed to have any other electronic devices (including another mobile phone, tablet, notebook, smart watch, electronic dictionary, secondary computer monitor, headphones, physical calculator, etc.) within reach or sight or hearing from where you are sitting for the exam with the exceptions of the exam device and the phone used for remote proctoring.
- You are not allowed to move away from your zoom camera (except during authorized breaks) throughout the entire test.
- Any student who is found to have contravened any of the above rules will be liable for disciplinary action that may result in failure of the module and/or expulsion from the University.