

EE5902 Instructions (for Students) – Online Examination

Dear Students - Please read THIS email carefully. Get to know the process clearly. There are some additional points to note.

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Gadgets needed - Phone (with data and/or wifi connection), Phone charger, your PC/laptop with internet connection; Software/tools needed - Screen recorder; PDF

See a sample pic attached at the end of this doc that gives best positioning and very convenient for examiner to check anytime. Once you fix your phone for zoom, DO NOT keep adjusting. Purpose is to facilitate examiners to check you anytime, and they should see you writing. Make sure your cam is on all the time. **DO NOT login and use cam on two devices.**

>> **PC/laptop to be used for luminus and your phone for Zoom.** Strictly follow this and in dry run a few had a clash!

Note 0: Login to your session via LumiNUS. Do not share ID & pwd of exam sessions with your friends as they may be in different sessions.

Note 1: Although the exam is stated as open book exam, in EE5902 we allow you to come with **ONE A4 size cheat sheet, handwritten on both sides**. Examiner will verify your cheat sheet.

Note 2: Keep a duly filled cover page and declaration sheet ready before the exam begins and this saves time for you. You have received it from the department already.

Note 3: After you finish writing **name your merged file as mentioned on the cover page**. In the DRY RUN I saw some of you naming it randomly. Examiner needs to verify and if he finds any different, he will ask you to upload again and this holds you ALL in the session for more time.

Note 4 - If you need to make any assumption for answering a question, state it clearly. Do NOT ask questions confirming the questions asked, as you will waste time!

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Timeline of activities:

12.30pm - Enter via Zoom to **your respective sessions** (via LumiNUS Conferencing); Display your **Full Name & ID** while entering;

12.30 to 1 - Examiner lets you one by one by checking your name & ID

12.55pm - Start your SCREEN RECORDER WITHOUT FAIL; Enter Luminus - Download Q.Paper; [Download cover page + declaration form file;] Examiner will ask you to show

your Cheat Sheet (1 page handwritten on both sides); You will be given password to open the file at 1pm via the zoom CHAT Window

1pm - You will be signalled to start writing, **USE PEN (BLUE OR BLACK). NO PENCILS ARE ALLOWED.**

Answering the questions:

Section A - All parts must be in ONE or two pages maximum. Any Section A answers found elsewhere will NOT be marked.

Section B - Start each Question in a separate page. All parts pertaining to a single question must be answered in one or two pages continuously. If you answer a part of a question mixing (interleaving) with other questions elsewhere, I will NOT MARK that part. If you appeal later I will not be able to help on this aspect. **If you need to make any assumption for answering a question, state it clearly.**

Important note: If you think you need to make any assumption in answering a question, state your assumption clearly. This way you can avoid asking questions to the examiner.

3pm - You will be signaled to stop writing

3pm to 4pm - Take snaps/scan of your answer script. Make sure the focus is clear. If it is blurry and I cannot read, you lose marks.

Then do the following in that order.

- 1) Cover page - Fill, sign, and scan and convert to PDF
- 2) Declaration page - sign, scan and convert to PDF
- 3) Scanned answer pages and convert to PDF

(1) & (2) - Hope you have kept them ready before the exam!

Merge all the above PDFs in the same order. **Name your file as mentioned on the cover page.** Upload to the Final Exam Scripts Folder in **Luminus in your group folder.**

Here, read Note 3 again!

After you upload, STOP your SCREEN RECORDER.

Examiner tallies the number of scripts in the room and when you are asked to leave, you can leave.

BEFORE Nov 27, 2021, upload your Screen Recording to the Screen Recording folder in LumiNUS. Thanks.

Other important points to note:

0) If you need to make any assumption for answering a question, state it clearly. However, if you have anything to clarify send a text msg to examiner and wait for his response.

1) If you wish to go to toilet in between, let the examiner know and do not stop the zoom and screen recording; Only you need to go and come back.

2) You cannot leave the session **after 2.30pm**.

3) If you finish early and want to leave before 2.30pm, let the examiner know first and, if he allows, follow the above submission procedure and then leave. Onus is on you to correctly submit as we cannot check your script contents. If you submit any wrong file instead of your script you will not be allowed to upload again once you leave the session.

4) **Put page numbers in every page** and this helps you to track and do NOT write your name anywhere. **Write your Matric ID fully clearly.**

5) Finally, if I cannot read your handwriting, you may lose marks and this loss of marks cannot be appealed later. I will indicate explicitly that I cannot read your answers clearly next to the respective answers. **USE ONLY PEN (BLUE OR BLACK). NO PENCILS ARE ALLOWED** as some may write very lightly and during scanning this will not appear well.

Zoom Pic: (Thanks to WS for this Pic!)

