

# Instructions for EEC 180 Quizzes and Exams Spring 2020

## Notes

- The quizzes and exams will be the same style and format as if they were given in a classroom on campus, however they will likely be slightly shorter in length.
- Proctoring will be accomplished by joining a zoom session with your section's TA. The format will be the same as during your lab sessions; details will be posted before the exam.
- The exam zoom sessions will be recorded. The recordings will be deleted as soon as possible after grading has been completed and the time allotted for issues to resolve has passed.
- For exams with an allowed page of notes, you may be asked to show your notes to the proctor at the beginning of the exam.
- Notify the instructor if you have any concerns with any of these procedures.
- The university has requested I pass along several notifications to you:
  - EEC 180 note: we are not using the artificial intelligence techniques mentioned here.  
"This program records you during the exam session. Recorded session data includes your facial characteristics and related biometric records, voiceprint, any picture ID, and your immediate surroundings during the exam to facilitate the test environment. Recorded data may be used at UC Davis solely for the purpose of verifying test environment integrity. Any vendor is prohibited from redisclosing this information, except as required by law or permitted by the Vendor's Privacy Policy."
  - There are "...campus mental health resources that are available to them if they find themselves experiencing more than normal anxiety over the exam process."
  - "...if certain activities (neglect, domestic violence) are witnessed in the background, any UCD employee who witnesses the activity must or may (depending on the activity) report those activities to campus authorities."
  - "Permit students to petition for an alternative arrangement." I don't know now how this would work but talk to me if you have concerns.

## Preparations

- You will need the following:
  - **a desktop, laptop, smartphone or tablet with a camera and microphone that can connect to zoom.** If you are using a battery-operated device, it is your responsibility to make sure that your device has enough charge for the duration of the exam—better yet, plug it into its charger before the exam.
  - **a second device with a camera able to upload pictures to canvas**
  - **a reliable internet connection,**
  - **a private testing location** without distractions or background noise (a room with no one else in it, ideally with a door you can shut) or a view of anything you consider private, and
  - **a few blank sheets of paper (10 maximum), pencil, and eraser.** A calculator is not needed.
- Practice photographing a sheet of paper and getting it ready to upload to canvas without disturbing a zoom session.

## Joining Zoom

- Once the exam starts, you may not leave the camera's view or mute your mic. Consider using the bathroom, closing the door, closing windows, preparing tissues and a glass of water, etc. before the exam begins.
- You must be in the zoom session when the exam begins to maintain the integrity of the exam.
- You must use your first and last name as your zoom screen name. Talk to the instructor in advance if this is a concern.
- Click Join with Computer Audio.
- Setup your screen so you can see both the course home page and the zoom Chat window

## During the Exam

- If your video is disconnected, the instructor reserves the right to void your exam. If for any reason your internet goes down, you must call 530-746-8821 immediately and stay on the phone call until your internet connection is back. This phone number will be printed on your exam.
  - If your internet connection is unreliable or you are concerned about its reliability, video record yourself and your workspace during the exam (with your phone to be used for uploading, for example) and that can be used as proof if your connection drops and if submitted soon after the exam. Set your phone to a low resolution and frame rate so as to not cause your phone to run out of memory.
- Keep your **camera on** during the entire exam.
- Position your camera so that **your hands and workspace in front of you are visible but your exam is not readable**. Include as much of your face as possible.
- Keep your **microphone on** during the entire exam.
- **Remove headphones or airpods**; use speakers instead.
- Turn down the volume of your speaker so your TA's voice is softly audible.
- Try to work as quietly as possible during the exam—sounds such as sighs, phone ringing, throat clearing, etc. are picked up and can disturb other students.
- When your TA announces the exam is ready, he/she will send a link to the exam over zoom Chat.
- Once the exam starts, do not touch your keyboard other than 1 finger to scroll the exam up and down.
- Your TA will use voice for announcements to everyone and zoom Chat for individual messages.
  - **Watch your zoom Chat window**
- Do not talk during the exam. If you absolutely must communicate with the proctor, use zoom Chat. **As a rule, your proctor will not be able to answer any questions during the quizzes and exams.** If you are unsure about a question: 1) Make an assumption of what you think is reasonable, 2) Clearly write your assumption, 3) Answer accordingly. If your assumption is reasonable, you will receive full credit.
- Write your answers on your blank paper. There is no limit to the number of pages you may use.

## After the Exam

- Once the exam time is over, you will have a few minutes to scan (e.g., using GeniusScan or Dropbox app) or take pictures (e.g., jpegs) of your solutions (and note sheet if applicable) and upload them to Canvas under the correct Assignment (Quiz, Midterm, Final). The Assignment records the upload time and it is important to upload immediately after the exam.
- Once your upload is complete, send a zoom Chat message to your TA who will verify the upload and excuse you—**only then should you quit your zoom session.**