Instructions for Quizzes and Exams by Zoom
Winter 2022

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 slighter shorter in length.
- Proctoring will be accomplished by joining a zoom session.
- 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:
  - Note for our specific class: 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, and only the following (e.g., no tablets without special instructor permission):
  - For a zoom connection: **a desktop, laptop, smartphone or tablet with a camera**. 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.
    - Some students had problems running zoom from a browser so download and run the zoom client instead.
  - To upload your work: **a second device with a camera able to take and 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**. See instructions for whether a calculator is 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 may not take the exam if you are not present at the beginning.
- You must use your first and last name used on canvas as your zoom 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 the exam is ready, the proctor 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 proctor will use voice for announcements to everyone and zoom Chat for individual messages if they are needed.
  - **Watch your zoom Chat window**
- Do not talk or touch your keyboard during the exam. **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, scan (e.g., using GeniusScan or Dropbox app) or take pictures of your solutions (and note sheet if applicable), convert them to pdfs, and upload them to Canvas under the correct Assignment (Quiz, Midterm, Final).
- Once your upload is complete, **raise your hand** (your physical hand or use the *Reactions* menu), then your proctor will verify the upload, mark your name on the checkoff list, and excuse you—**only then should you quit your zoom session**. Exams not verified by the proctor **will be voided**.