

Online Examination Rules and Procedures

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System Requirements:

- A computer capable work with Camino to access test questions.
- A smart phone with camera capable work with Zoom for video recording your set up from various angles.
- Adequate Internet connection and bandwidth. If your home Internet is not stable, please come to school to get more stable Internet access.

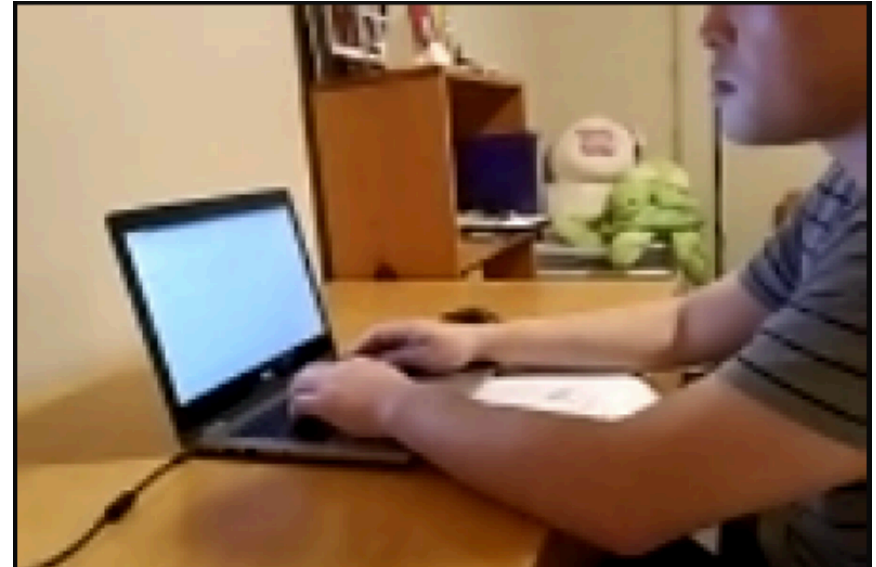
Software Requirements:

- For checking the LockDown Browser on Camino. Please read the following FAQ page for help:
https://docs.google.com/document/d/1K_RmzStp9cFZcfV6k6NK8BsB9_OjxwJYdCPoWQth6_MI/edit#heading=h.5sgg3bh4gfos
- If you have not already installed Zoom on your smart phone yet, download Zoom Client to your smart phone, and Install Zoom per online instructions.
- For accommodating students with disability, follow the online instruction at:
<https://www.scu.edu/oe/faculty--staff/accommodating-students-with-disabilities-online/>

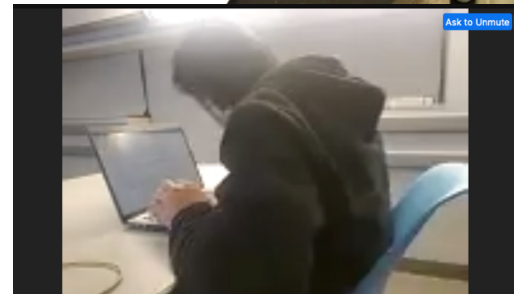
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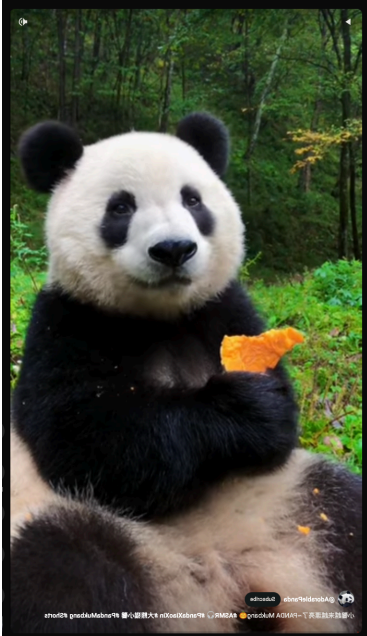
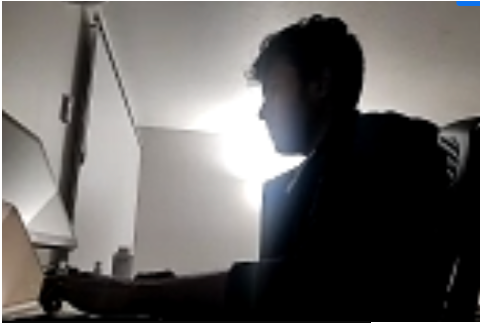
- Closed book, closed notes (except one A4 size formula sheet and a pen), and no calculator.
- Only one smart phone, one computer, one keyboard, and one mouse are allowed. Nothing else will be allowed including electronic devices, books, watches, etc. Please make sure that your smart phone is fully charged that you can have its camera on without recharging during exam, or you should connect your cellphone with the charger during exam.
- During exam, all individuals will be recorded. Dishonesty will subject to disqualification from SCU.
- During the entire period of an exam, power off and put away all mobile devices (watches, headsets, etc.) Muting the device is not good enough. No earphone is allowed. Any form of communication during the exam is considered as cheating.
- During exam, always turn on cameras on your smartphone, and turn off your microphone on your smart phone (except you need to ask questions).

- Make sure that you setup your camera to have the view similar to the view posted below, i.e., it is important to keep your view horizontal or landscape (instead of vertical or portrait). Your camera should have enough space from you such that you can always keep you, your monitor, your both hands on the table in the view of the video during exam.



Please don't make your cellphone too close, not full screen, too dark, or vertical/portrait views as below:





- If you wish to explain some activities (such as leaving the room, etc.), speak to me and get permission to do so.
- If your machine gets frozen or crashed during the exam, reboot the machine (holding down the power button for a few seconds to power off first). Login again (follow the recommended navigation steps) to resume the exam (your answers will be periodically saved). You need to back to exam no more than 3-5 minutes after frozen or crash. Otherwise, you will be marked as incomplete and need to schedule for individual test.
- Spread the time on questions; do not spend all of the time on one single question.
- Your answers in the exam are not locked, i.e., you can change your answer during the exam.

- Please go to rest room just before taking exam, such that you don't need to go during exam.

Steps:

1. Find a private and quiet room with the door closed, prefer to sit with your back face the door.
2. Turn on the camera of your smart phone, and join the Zoom meeting via class zoom link on your smart phone.
3. When prompted, make a 360° horizontal rotation of the smart phone or the webcam; it must include (a) your full front view (what you will see when you sit down to take the exam), and (b) entire table top (no other devices/books on or near table), and (c) always show you, your monitor and both of your hands during exam.
4. Launch the Respondus LockDown Browser on your computer.
5. Login Camino by your login name and password on your computer.
6. From the dashboard, select your class, select Quizzes, select Midterm or Final, and follow the instruction until submit successfully.
7. You can submit your exam only once, so, please make sure you can submit before you do it. If you submit your exam before end time, you need to inform me before you leave.