
DSC 10 - Exam Guidelines

Read through this document in its entirety **BEFORE** the start of the exam so you are well prepared to take the exam. The guidelines for the final exam are different from that of the midterm, so please read carefully.

- Determine where you will take the exam before exam day. Find a quiet workspace with **reliable** internet connection.
- You will join the Zoom with **2 devices**. The first device (your laptop) should **capture your workspace and both hands**. See *Figure 1*. You will also use this device to view the exam questions document. Your second device (a phone or tablet) should be propped **behind you** and should **capture your laptop screen** and its contents. See *Figure 2*.
 - You can prop up your second device using furniture, a stack of books, a tripod, etc.
 - Test both cameras and determine how you will situate both devices before exam day



Figure 1: FRONT view with first device.



Figure 2: BACK view with second device.

- Please join the Zoom by logging into your **UCSD email account**. You can join a Zoom meeting from two separate devices using the same account. When you enter the Zoom, rename yourself to include your full name, UCSD email, and **view type**. For example, from your laptop: “Vrinda Desai (vrdesai@ucsd.edu) FRONT”. From your phone: “Vrinda Desai (vrdesai@ucsd.edu) BACK”. To rename yourself, hover over your box, click on the (...) icon, and click Rename.
- The exam begins at 11:30 AM PT, you should join the exam Zoom no later than 11:30 from both devices. If you have joined with your UCSD email, you will be directed automatically to your breakout room. Turn all cameras on upon entering the breakout room. **Turn on the microphone from only your laptop. Make sure the microphone on your second device is turned off.**
- Course staff will spend up to 30 minutes doing proctoring set up checks.
 - Do not show up late.
 - Once the exam is released on Gradescope at 12:00 PM PT, if you are not already in your breakout room, your exam will be canceled due to the risk of academic dishonesty.
 - Ensure to your utmost ability **before exam day** that your proctoring setup meets our guidelines. If your setup does not satisfy our guidelines (e.g. you cannot turn your camera on, we cannot see your laptop screen through your second device), you will not be allowed to take the exam.
- Due to the remote nature of the exam, we will not be making clarifications or answering content related questions during the exam in any manner or format. You can assume that we will correct any mistakes post-exam in as fair a manner as possible.
- The only windows you may have open on your computer during the exam are the ones displaying:
 - Zoom
 - Gradescope to access the exam questions and submit your solutions
 - File access to submit the solutions PDF (finder, file explorer, etc.) during submission time
- You are allowed one double-sided 8.5×11 -inch cheat sheet which you will display to your proctor at the beginning of the exam. The cheatsheet can be either handwritten or typed.
- No internet, collaboration, or notes beyond your cheatsheet are permitted on this exam. Students caught using outside resources will be investigated for violating academic integrity to the highest degree.
- No calculators. You will not need one.
- A communal Zoom link will be shared with you prior to the exam. When you join the Zoom, you should automatically be redirected to a breakout room. This breakout room will have other students and a staff proctor.
- Before the exam begins, your proctor will check that your first device or FRONT view displays both hands and your workspace and your second device or BACK view captures your laptop screen.
- Be prepared for staff to correct your proctoring setup at any point during the exam.
- Both devices should remain in the Zoom as long as you are working on the exam.
- **If you finish before 2:15 PM**, send your proctor a message in the Zoom chat indicating that you have completed the exam. **Once the proctor gives you permission**, you may use a phone or tablet to scan your written solutions, combine them into a single PDF, and upload it to Gradescope. During submission, you only need to remain connected to Zoom on **one device (your laptop) with your camera on**, so you may use the device that was providing the BACK view to scan and submit your work. **You may leave the Zoom once your proctor confirms your submission.** The proctor will confirm your submission through the Zoom chat.

- The exam work period will end at 2:15 PM PT. **If you have not submitted by 2:15 PM**, you will have from 2:15-2:30 PM PT to upload your submission. Once again, **you may leave the Zoom only when your proctor confirms your submission.** The proctor will confirm your submission verbally.
- You will have to assign questions to the pages of your solution PDF when you are submitting on Gradescope.
- We will **not** be accepting any late submissions. **No exceptions will be made.**
- Should you run into any difficulties such as accessing the exam or difficulties submitting, you should message staff immediately in the Zoom chat.