
DSC 10 - Exam Guidelines

Please read through this document in its entirety **PRIOR** to the start of the exam so you are prepared for the exam.

- Determine where you will take the exam before exam day. Find a quiet workspace with **reliable** internet connection. Figure out how and where you can place your laptop so all of your workspace and both hands will be visible in the camera.



- The exam begins at 11:00AM PT, you should join the exam Zoom by 11:00 in order to join your breakout room and turn on your camera. Course staff will spend up to 15 minutes doing proctoring set up checks.
 - Do not show up late.
 - Once the exam is released on Gradescope at 11:15AM PT, if you are not in your breakout room, we will cancel your exam score due to risk of academic dishonesty.
- 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 PDF and submit your solutions
 - The exam document as a PDF
 - File access to submit the solutions PDF (finder, file explorer, etc.) during the submission period
- You are allowed one double-sided 8x11 cheatsheet 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 this Zoom link, there will be no communication from staff other than to open a Zoom breakout room. This breakout room will have other students and a staff proctor.
- Join this breakout room as soon as it is opened for you.
- Turn on your microphone and camera. Your camera must be on and the proctor should be able to see your entire workspace as well as both of your hands. **Both hands should be visible at all times after you have downloaded and opened up your exam PDF.**
- Before the exam begins, you will rotate yourself and laptop to perform a 360 degree room scan. You will show your proctor all 4 walls.
- Be prepared for staff to correct your proctoring setup at any point during the exam.
- You should remain on Zoom and your camera should be on for the entirety of the exam, including while you are submitting.
- The submission window for the regular exam time is from 12:05-12:20PM PT.
- While you are submitting is the only time you may use a second device, such as a smartphone or tablet, to scan the pages, compile them into a PDF, and submit to Gradescope.
- 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. Please make sure you start submitting right when the exam ends at 12:05PM PT. **No exceptions will be made.**
- You may not leave the Zoom meeting until the submission window is over at 12:20PM PT.
- Should you run into any difficulties such as accessing the exam or difficulties submitting, you should message staff immediately in the Zoom chat.