

MATH1520C Final Exam Instructions

Date/Time: *May 10 3:30-5:00pm* (the exam proper)

Check in: 3:10-3:30pm; **Exam papers upload:** 5:00-5:15pm.

Format: Closed book exam released via Blackboard and proctored via Zoom. The exam will be proctored by Prof. Lee and the two TAs in three separate Zoom sessions. You will be notified of the Zoom meeting ID and password for the session assigned to you by email. In the *exceptional case* when you don't have devices required to conform to the instructions below, you may request a face-to-face on campus. At most 5 students will be allowed this option. Email Prof. Lee your request ASAP.

Academic honesty:

- Complete the exam independently. Communication with anyone except the invigilators in any form is forbidden.
- No calculators and no references of any kind (books, notes, online searches), electronic or hard copy. Only two electronic devices are allowed. Device 1 will be used for viewing question paper. Device 2 will be used for invigilation via Zoom.
- The exam will be recorded.
- Any violation of the regulations of CUHK academic honesty will be reported to the disciplinary committee. <http://www.cuhk.edu.hk/policy/academichonesty/>
- Students might be requested to submit their solutions immediately in the event of instructions-violations. Make-up exam will then be arranged (see Make-up exam arrangements below for more details).
- Investigation will be conducted for suspicious cases.

Preparation before the exam:

- Prepare:
 - Necessary stationery
 - Device 1 (desktop, laptop or tablet) for viewing the question paper
 - Device 2 (cell phone or tablet) with camera for invigilation via Zoom
 - 20 blank white papers (A4 size preferred) for solutions
 - Scanner or mobile phone with scanner software (e.g., CamScanner, Microsoft Office Lens, or the ones mentioned below suggested by ITSC.
Free app for iOS: “Scannable” <https://evernote.com/products/scannable>)
- To reduce the file size uploaded (which may contribute to smoother upload), we *strongly recommend* using mobile apps to scan the answer and upload the pdf to Blackboard instead of uploading photos. Other advantages: Scanner apps typically do a better job than cameras in terms of legibility, and enable you to save your answers in a single file (as opposed to page by page). Some suggestions from ITSC:
 - OneDrive App: <https://support.office.com/en-us/article/scan-sign-and-share-documents-c2e7850c-4ab2-4556-8586-37f718ba1a9>
 - Google Drive App: <https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en>
 - Notes (iOS): <https://support.apple.com/en-hk/HT210336>

Try the apps before hand. Also, you should receive successful upload message and confirmation email after the system received your submission. Make sure that you receive the above confirmation after the examination. Cf. https://help.blackboard.com/Learn/Student/FAQ/Assignment_FAQ#how-do-i-check-that-my-assignment-was-submitted_OTP-2.

- Practice scanning multiple pages and combining them into one single pdf with size less than 10M.
- If you are in mainland China, please try to see if you can access Blackboard in mainland China, also refer to: <https://help.edtech.cuhk.edu.hk/docs/pilot-cuhk-vpn-add-on-service>; <https://help.edtech.cuhk.edu.hk/docs/pilot-cuhk-vpn-add-on-service-for-online-teaching-and-learning-activities-updates-on-oct-8-2020>
- Practice setting Device 2 at a proper position (see Figure 1) so that your (i) screen of Device 1, (ii) desk, (iii) hands and (iv) yourself are clearly captured.

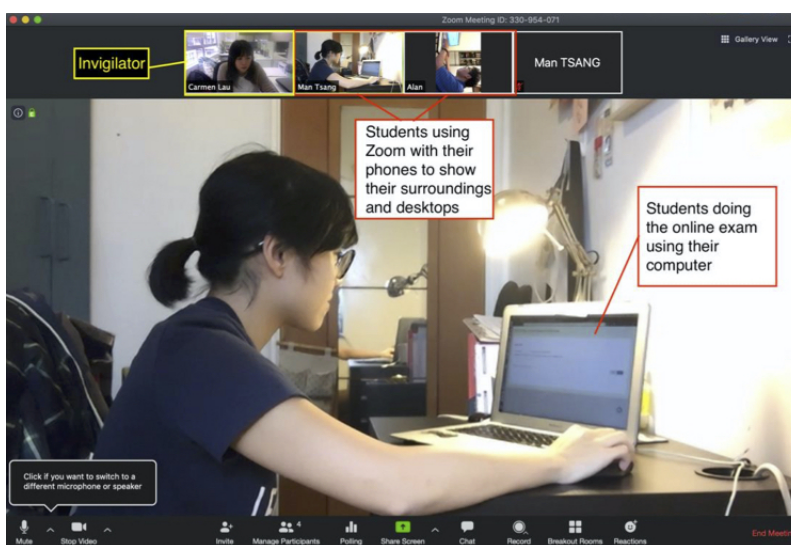


Figure 1:

- Make sure that both Devices 1 and 2 are fully charged. Turn on the “do not disturb mode” (including phone calls) before the exam.
- Make sure that a secondary internet access method (e.g., cellular network on a cell phone) is available in case the primary internet access method fails during the exam.

On the date of the exam:

If you need to go to the rest room during the exam, “raise hand” on Zoom to let the proctor know in advance. *Send scanned copies of all your answer sheets* immediately before you leave and after you return. In case you need to leave more than 10 minutes, the exam will be stopped. Submit your answers, completed or not, before you leave. A make-up exam may be arranged.

The proctors for the Zoom sessions Group 1, 2, 3 are respectively: Prof. Lee (Tel: 63856333; Email: yjlee@ims.cuhk.edu.hk); Ms. Clara Chung (Tel: 54836868, Email: ywchung@math.cuhk.edu.hk); Mr. Tony Yau (Tel: 98751993; Email: ytyau@math.cuhk.edu.hk). Please contact your proctor for questions (private chat messages on Zoom preferred) when taking the exam. For emergencies (such as missing the exam due to accidents or sudden illness), please contact Prof. Lee ASAP.

- **3:10-3:30pm: Check in**

- Log in Zoom with your CUHK account and official full name and join the Exam Meeting you are assigned to (to be announced via email) at or before 3:10pm using Device 2.
- Zoom settings:
 - * Turn OFF the virtual background
 - * Turn ON the microphone
 - * Turn ON the speaker
 - * Turn ON the camera and make sure that it is properly positioned (see Figure 1).
- The followings will be checked: your student ID card, your appearance, the surrounding, stationery, and blank papers.
- Make sure that your camera is properly positioned, the microphone and the speaker are on, and that you *are able to hear* announcements on Zoom during the exam.

- **3:30-5:00pm: the Exam proper**

- The exam paper will be released via Blackboard at 3:30pm.
- Write your name and student ID number at the top of the first page of your solutions.
- Arrange your solutions in the same order as the questions.
- Solutions written on electronic devices via notes-taking tools will *not* be accepted.
- Device 2 must be maintained at a proper position (see Figure 1) throughout the exam.
- Write down detailed arguments that lead to your final answer and justify every step in complete sentences. Partial credits will be given even if the final answer is wrong, e.g. if your solution demonstrates some right ideas and/or your initial steps are correct.
- Students might be requested to perform surrounding checks during the exam.
- If you finish the exam prior to the scheduled end time, you may submit your answers early. Before doing so, use the “raise hand” function on Zoom first to let the proctor know.
- In case of internet disruption for more than 2 minutes, submit your solutions immediately. Make-up exam will then be arranged.
- If you need to go to the bathroom, submit your solutions immediately. Make-up exam will then be arranged.
- *Immediately* stop writing at 5:00pm sharp.

- **5:00-5:15pm: Submitting the exam papers**

- Scan your solutions, combine them into one *single* PDF file with size less than 10M, *named by your student ID number* (e.g., 1155112345.pdf).
- Double check your pdf file. Make sure your answers are *clearly legible*.
- Upload your answer script to Blackboard. Make sure that you get a confirmation from Blackboard for successful uploading!
- In case you encounter difficulties uploading to Blackboard, you may take a record of your problem, e.g. screen capturing everything, and send your solution file (a single pdf file with size less than 10M, named by your student ID) to Prof. Lee via email by 5:15. You can submit identical copies both to Blackboard or by email if you are not sure.
- Late submission of your solutions will result in deduction of scores:
 - * 10 points deduction if less than 5 min late.
 - * 20 points deduction if 5-10 min late.
 - * 30 points deduction if 10 -15 min late.
 - * Not accepted if later than 15 min.