

Zoom Test Instructions

For Taking Your Exam.

The proctor will ask each of you individually to show your ID, your individual pieces of blank paper, and a show around your room. You will also be provided with a url for the zoom exam room; note this will be different from your usual classroom.

Preparing the Exam Environment:

The online exam environment should be equivalent to the experience of taking an in-class exam.

Exam Environment:

- Quiet - Music, radio, television or other background audio is not permitted.
- Lighting in the room:
 - Must be bright enough to allow for clear visibility of the test taker and the immediate surrounding area.
 - Light sources may not be positioned behind the exam taker, including bright sunlight from a window.
- No person other than the exam-taker is permitted to be present during the exam.
- Exam takers should be seated at a desk/table.
 - The desk, table, walls, and other surfaces in the exam environment must not have notes, formulas, etc. visible to the exam taker.
 - Remove all items not needed for the exam from your immediate vicinity, prior to starting the exam. This includes cell phones, eReaders, tablets, smart watches, calculators, smart speakers.
 - Only the exam computer, monitor and external cameras/microphones are allowed in the exam environment. Additional monitors on the desk/table need to be removed prior to starting the exam.
 - You are NOT allowed to access any reference materials including web, notes, video lectures, etc, unless specifically allowed within the exam instructions.
- The camera must be on and focused on the exam taker at all times.
 - This includes while writing (ex. working through problems on a paper).

- The lens of the camera should never be covered at any time during the exam.
- When adjusting the angle of your laptop screen, the exam taker needs to remain in view.
- The microphone must be on at all times during the exam.

The room scan of your exam environment must demonstrate that the above requirements are met. If the above requirements are not met, you will be in violation of exam instructions and you may be in violation of ASUs Academic Integrity Policy. This could result in a grade 0 on the exam.

Preparing for your exam:

- (1) Remove all watches, hats, and headphones. (Headphones which are being used as both speakers and microphone may be kept on up until the exam screen is shared.
- (2) Have your ID, individual pieces of paper and writing implement in the exam area.
- (3) Turn off any virtual backgrounds in zoom.
- (4) Make sure that you first and last name (i.e. Jane Doe) are showing in zoom.
- (5) Try to join the class about 5 to 10 minutes early.

For taking your exam:

- (1) The proctor will ask each of you individually to show your ID, your individual pieces of blank scratch paper, your printed copy of the z-table, and show around your room.
- (2) Once all students have completed the check, the exam will be shared in the chat window.
- (3) At this point you should remove your headphones and/or mute your speakers (not your microphone on zoom).
- (4) Your camera and microphone must remain on during the entire exam. Failure to do so will result in a grade of 0.
- (5) Answer the questions on the paper you showed the proctor.
 - Be sure to put the questions in order and clearly label them with the problem number and part.

- leave generous margins.
 - You do not need to rewrite the question, just answer them.
 - For True/False you must clearly write the full word.
 - For short answer, you must circle your answer.
- (6) When you complete your exam, please let us know. You will be allotted 10 minutes to scan both sides of all papers and upload the pdf to moodle.