

IE 375 Spring 2020
Instructions for the on-line Final Exam - Updated

Final Exam will take place on June 1st 2020, Monday, 8:30-11:00 at EA-Z01, one of the Zoom Classrooms.

Preparation before the exam:

- 1) The exam is closed book and closed notes. Calculators are allowed.
- 2) On the next page, there is a single front page of the exam. You should copy the contents (verbatim) on a piece of paper and fill in the empty lines (name, id, signature etc.). This piece of paper should be ready before the exam. You will submit it along with your answers.
- 3) You must have a computer equipped with camera and microphone to be able to take the exam. If you do not have a computer, a smart phone will be allowed. Make sure that you declare it to the course TA this situation.
- 4) You must be able to scan your exam papers (or take a picture) and send it via e-mail (emin.ozyoruk@bilkent.edu.tr) or Whatsapp (Phone number: 0505 865 65 99). You are responsible of the readability of the exam papers as well as the time of submission. I suggest that you both send an e-mail (for high quality pictures) and a Whatsapp message (in case of delays on e-mails).
- 5) The camera should be placed so that the proctors can see your hands, workspace and around the desk clearly, about 1-2 meters away. We should also see where you are looking during the exam.
- 6) You will be recorded during the exam.

During the exam:

- 1) The exam will be e-mailed to you and you will be writing down your answers on your papers. You can use mouse to scroll down while reading the exam, but you cannot touch the keyboard.
- 2) You cannot use phones unless you use them as cameras. Place them away from you.
- 3) You should be alone in the room while taking the exam.
- 4) No questions can be asked during the exam. For emergencies, you can contact (Emin: 0505 865 6599)
- 5) You cannot leave the exam in the first 30 minutes and in the last 15 minutes.
- 6) If you finish the exam early, write in group chat something similar to 'I finished my exam' so that the proctor can know that you are finished with the exam. Once the proctor knows that you finish the exam, you can grab your phone or camera, but you cannot touch a pencil or an eraser.
- 7) Once the proctor knows that you finished the exam, you are expected to first show your answer sheet to the camera; the proctor needs to take the screenshot of your exam.
- 8) Next, send the answers via e-mail or Whatsapp. You can send pictures or a scanned version of your answers. If possible, please scan the answer sheets using a scanning app (e.g., CamScanner) on your smartphone and prepare a single pdf file. If you are not familiar with this process, you can practice in advance using the tutorial at <https://www.youtube.com/watch?v=vPhPYquViQ8&feature=youtu.be>
- 9) Get the proctor's approval for leaving the exam (so s/he can know that there is no loss in connection).
- 10) Make sure you join in at 8:30 sharp.
- 11) The zoom info is your stars login info for the exam day.

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FINAL EXAM

JUNE 1, 2020

Academic integrity is expected of all students of Bilkent University at all times, whether in the presence or absence of members of the faculty.

Understanding this, I declare that I shall not give, use or receive unauthorized aid in the examination.

Name:

ID number:

Signature:
