

NUMERICAL ANALYSIS EXAM POLICIES

Resources.

Allowed resources.

- One sheet of notes. The paper should be letter size or A4 size or smaller, you can use both sides, and the notes can be handwritten or typed.
- Pens, pencils, and erasers.
- Blank paper. Lined paper or graph paper is okay.
- A ruler.

Not allowed resources.

- Calculators.
- Other electronics, except when used to view and proctor the exam as described in this document.
- The textbook, additional notes, people, or any other sources of information.
- Anything else not explicitly allowed.

Exam procedure.

Getting ready.

- What you'll need, and what your alternative options are if you don't have it: <https://manoa.hawaii.edu/undergrad/testing-center/setting-up-remote-proctoring-for-students/>. You'll need one device in front of you to view the exam and a second device to the side to record you. The practice exam counts as the "testing orientation".
- How you'll set things up: <https://manoa.hawaii.edu/undergrad/testing-center/setting-up-online-remote-proctoring-student/>. If you're using a webcam, you'll log on to Zoom on your main device. If you're using two separate devices, like a laptop and a phone, you'll log on to Zoom on *both* devices, but you'll turn the camera and sound off on the device in front of you.
- Make sure your camera gives a clear view of your screen, head, desk, and hands. The proctor should be able to tell that you're not using a calculator on your screen or on or below your desk.
- Test out the camera view before the exam. Consider placing the camera further away to get a wider view and using books to prop up and angle your device.

Starting the exam.

- The exam will have its own Zoom rooms. They won't be the same as the other Zoom rooms you've used throughout the course. You will receive an email with the Zoom information. Note that different students may be in different Zoom rooms for the exam.
- The Zoom will be recorded.
- Try to arrive early.
- Use the bathroom beforehand.

- The proctor will guide you through the following steps. Follow the steps carefully, or you risk voiding your exam. Because everyone will do the steps all at once, the proctor will not be able to check that you did them correctly until they view the recording after the exam is done.
 - (1) Make sure the device that's recording you has its camera and microphone on, and that your other device has its camera and microphone off.
 - (2) Turn your speakers off on both of your devices to avoid audio feedback.
 - (3) Make sure your Zoom name has your first and last name, and add "(chat)" on the device that you'll be checking Zoom chat on, e.g. "Isaac Newton (chat)" ..
 - (4) Make sure you're not using Zoom's fake background feature.
 - (5) Make sure you're not wearing headphones, hats, or sunglasses.
 - (6) Show your surroundings. Slowly turn your camera all the way around. If you go too quickly, the image will not be clear.
 - (7) Show your desk area. Demonstrate that there's nothing hiding under your desk or nearby.
 - (8) Return your camera to its position off to the side.
 - (9) Make sure your camera has a clear view of your screen, head, desk, and hands. Adjust it if necessary.
 - (10) Confirm your identity by looking at the camera and saying your name. (Everyone will be speaking all at once; that's okay.)
 - (11) Show your page of notes to the camera and place it off to the side.
 - (12) Show each blank page to the camera and demonstrate that it is blank on both sides.
- Five minutes after the start time, the exam will be available. This video <https://youtu.be/u-pK4GzpId0> explains how to view and submit the exam.

Working on the exam.

- Make sure your hands, head, and screen remain visible to your camera. Leaving the camera view will void your exam, so make sure to use the bathroom and have everything you need before the exam starts.
- Occasionally, check the Zoom chat for any corrections or announcements.
- If you have any questions during the exam, do not use the device that's recording you, as that could interrupt the recording and the proctor can't verify what you're doing on the device. Instead, use the device in front of you and ask your question privately to the proctor using Zoom's chat feature.
- Keep track of the time so that you stop working at the end of the exam period. The proctor will announce the end of the exam in chat. There will be no audible announcement; set an alarm if you need to.

Ending the exam.

- Stop working on the exam once the exam period ends. There will be a substantial penalty for those who do not.
- If you need to use the device that's recording you to scan your work into Gradescope, you first need to turn on the camera on the device in front of you. Make sure the camera has enough of a view to show that you're not continuing to work on the exam.
- Follow the instructions https://gradescope-static-assets.s3.amazonaws.com/help/submitting_hw_guide.pdf for using a scanning app to submit your work on Gradescope.
- Submit everything, including your note sheet and any scratch work, even if it's wrong and you don't want it graded. When you assign questions to pages in Gradescope, you can

select which pages you want graded. However, we must have all of your work in order to fairly investigate potential cheating.

- Do not leave the Zoom until you receive an email receipt from Gradescope that your submission was successful.
- If you have approval for extra time through Kokua, keep working until your exam time period ends.

Cheating.

- Because investigating academic dishonesty fairly is a time consuming process, students caught cheating will receive an F for the course and will be reported to the Office of Judicial Affairs.
- If an accused student decides to contest the instructor's findings, they will have two opportunities to do so.
 - (1) The student may choose to schedule a Zoom meeting with the instructor. Another faculty member will be present. The student may present their side of the story, and the instructor may ask the student to explain their solutions to the exam problems or give the student similar problems to solve. After the meeting, the instructor and the other faculty member will make a determination, based on which the matter will either be dropped or forwarded to the Office of Judicial Affairs.
 - (2) The Office of Judicial Affairs will conduct its own investigation. By default, the results of this investigation are not shared with the instructor. However, if the Office of Judicial Affairs determines that the student did not cheat, the student can let the instructor know and have their course grade restored.
- Optional reading for more information: http://studentaffairs.manoa.hawaii.edu/departments/judicial_affairs/faq_students.php.

Voiding an exam.

- If the exam procedures aren't followed but there is no evidence of cheating, then the exam will not be counted and the student will have to take a make-up exam during finals week or get an incomplete (I) grade. For example, a student may become disconnected from the internet, the device recording them might be unplugged and run out of battery, or their hands might not be visible to the camera.
- A student may also make a choice to void their exam by informing the instructor before the end of the Zoom session, but this is only recommended if the student becomes unwell or in case of an emergency. Finals week is not a good time for having to take extra exams. This option must be requested before the end of the exam session.

Honor Pledge.

- You must sign the honor pledge, either by printing this document or by copying the statement on a separate sheet of paper.
- You will then submit the following *two* pictures, *before* the day of the exam.
 - (1) A picture or scan of your honor pledge along with your ID.
 - (2) A picture of you holding your honor pledge and your ID, with your face and both documents clearly visible.
- Required disclaimer for FERPA: The electronic signature may be shared with a self provided proctor(s) or Manoa Testing Center proctor(s).

I have understood the exam rules and procedures. On my honor as a student, I will not cheat on any of the exams in this course.

Signature: _____ Date: _____

Place your ID here.