

## **ONLINE MIDTERM EXAM INSTRUCTIONS FOR STUDENTS**

**(Adopted from NED UET, Department of Civil Engineering)**

Each midterm exam is of **2 hours** duration. You will have **1.5 hours to complete the exam** and **0.5 hours to upload the solution**. No extra time will be given beyond 2 hours for any uploading/submission. **YOU MUST ENSURE THAT YOU UPLOAD EVERYTHING AND SUBMIT YOUR SOLUTION WITHIN 2 HOURS.**

- Exams will be open book and open notes. You may only use your textbook and course notes **ONLY**.
- Check the midterm exam timetable carefully. Make sure you know the date and Time of your exams.
- Midterm exams will be conducted online through **Google Classroom**. All midterm exam question papers will be uploaded to **Google Classroom** in the relevant Course at the designated start time.
- Students must submit completed midterm exams via **Google Form on Google Classroom** before the exam end time.
- Midterm exams will be invigilated using **Google Meet** Live Sessions for the duration of the entire exam. **Exam access code** will be provided during the exam in the Meet live session.
- **Google Classroom & Google Meet** can be used simultaneously on the same device. Multiple devices are not needed.
- You will be required to login in the Google Classroom and Google Meet Live Session simultaneously **15 minutes prior to the exam scheduled time**.
- **Note down the distinct Google Meet Live Session codes for your respective exams each day, which vary with your roll number groupings**. The information is available on the department website and also in your Google Classrooms.
- **Laptop or Desktop should be used to take exam** and **NO MOBILE PHONES ARE ALLOWED FOR TAKING THE EXAM**. You can only use mobile phones to scan images of your handwritten work and upload it in Google Drive set up on mobile.
- Some exams/ questions on exams can be attempted directly on the Google Form on the computer/device. For numerical and some other questions, **students will have the option to submit/ upload their handwritten answers in the exam**. However, the handwritten answer is still required to be **submitted via Google Form on Google Classroom**.
- Keep sufficient power / electricity backup. **We are not responsible for any electricity power failure**, so arrange backup solutions like UPS, Inverter, Generator etc... **Laptop / notebooks must be fully charged having sufficient backup time during exam**.

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**STUDENT REQUIREMENTS FOR THE EXAM:**

- A laptop or desktop computer
- Reliable internet connection for the duration of exam
- Webcam
- For questions requiring handwritten solutions:
  - Relevant stationary including loose sheets of paper
  - Smartphone with Google Drive logged in using your **G-Suite/ Cloud email ID**

**EXAM ENVIRONMENT KEY POINTERS:**

- **Make sure you are wearing (around your neck) your University ID Cards, which should be clearly visible.**
- Make sure you are **alone** in a quiet, well-lit room.
- Make sure your table and the surrounding area is **clear**.
- **Do not wear headphones or earphones.**
- Make sure your ears are always visible and not covered by hair, a hat or other items.
- **Recording devices of any kind are strictly prohibited.**
- **Make sure your face is visible** and not obscured by sunglasses or other accessories.
- Avoid wearing such items as jewelry, tie clips, cuff links, ornate clips, combs, barrettes, Headbands and other hair accessories.
- Make sure you **ONLY** have acceptable materials around you (such as course notes, books, stationary, loose papers).

**PRIOR TO THE EXAM:**

- Choose a place for sitting the exam where there is ample space to place your laptop/ desktop, stationary, books, notes, and loose sheets of paper.
- Ensure that you are sitting your exam in an environment where you are guaranteed to have a quiet space free from distractions and disturbances. You should be in a location where other people will not be roaming around behind you.
- Ensure that your device is fully charged and is connected to reliable internet connection with the **webcam ON**.
- Have your calculators (if needed), stationery & loose sheets of paper in front of you.
- Have your textbooks and course notes accessible. **No other books, notes or items are allowed in front of you.**
- Students are advised to maintain smart attire throughout the duration of the exam.

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**CHECKING IN:**

- Log in to Google Meet **15 minutes before the exam start time** by using the **Meet ID** shared with you. **You must use your G-Suite/ Cloud email account to join.** *Note that Meet IDs are distinct for each student group and for each exam.*
- Invigilator will let you in **after verifying your Cloud ID.**
- Invigilator will require the following at the time of Check In:
  - Your **visible Student ID Card** with your Photo, which you are required to wear around your neck
  - Your **Recent Profile Picture** on your Google Meet Account
- **Turn ON the video** throughout the exam duration to allow the invigilator to see you at your laptop/ desktop computer throughout the session. **Cameras should be ON at all times and the student must be visible on screen at all times.** **Camera Angle:** All students must have a working webcam. Students should set up their webcam so that it shows a wide view of them in their work area. Invigilators may ask you to adjust your camera angle or so that they can see more of your surroundings.
- The invigilator will ask you to use your camera to show a 360-degree view of the room, including your tabletop surface.
- It is mandatory to **mute** yourself for the duration of the entire class. Students are not allowed to unmute themselves and will be removed from the exam if they do.
- **DO NOT wear headphones or earphones. You must have a working speaker in your laptop/ desktop or attached to it to hear the invigilator.**

**DURING THE EXAM & COMMUNICATION WITH THE INVIGILATOR:**

- **You are ONLY allowed to communicate with the invigilator in case of any issue/ query. No direct communication is to be made with the class teacher, class advisor, LMS facilitator and for that matter anyone else except under the case where you have lost contact with invigilator.**
- The invigilator may read out a few instructions prior to the start of the exam.
- Invigilators will take attendance and screenshots at the start, during and at the end of the exam.
- The whole duration of the exam will be video recorded for audit purposes.
- Make sure you can be seen on camera by the invigilator. Suspicious movements could invalidate your exam.
- Do NOT communicate with anyone other than the invigilator.
- You may communicate with your invigilator using the chat. Questions can be asked in the chat but only general questions related to the exam.
- Invigilators may message you directly on Meet if they need to speak to you.
- The invigilator may communicate with you via Meet at any point in time if he or she does not have a clear view of you at your laptop / desktop computer.

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- Invigilators have the right to immediately remove you from the exam if suspected of using unfair means or if you are not complying to instructions.
- The invigilator will make announcements as and when needed.
- **If you feel that there is any technical error/ lack of clarification in any of the exam questions, you may put that in the chat box, continue with your work and wait for a response. If a response is not received, do your best to attempt the question.**

#### **SUBMITTING THE EXAM:**

- Exams must be submitted within the 2-hour duration. No extra time will be given beyond 2 Hours for any uploading/ submission. **YOU MUST ENSURE THAT YOU UPLOAD EVERYTHING AND SUBMIT UR SOLUTION WITHIN 2 HOURS.**
- Exams must be submitted on Google Form in Google Classroom.
- Resubmission will not be allowed.

#### **SUBMITTING SOLUTIONS ON GOOGLE FORM:**

- In order to minimize the impact of power outages/ internet connectivity loss during the exam, **it is recommended that for those questions that require answers to be given directly on the Google form (such as questions requiring short or long text based answers), you use MS Word to type your answers first and then copy and paste your answers in appropriate location on Google Form. This would avoid any data loss.**

#### **SUBMITTING HANDWRITTEN SOLUTIONS:**

- Students will have the option to submit/ upload their handwritten answers in the exam. However, the time of this has to be managed within the 2-hour exam time and **NO EXTRA TIME** will be given for this uploading. The following instructions are to be followed for scanning and uploading handwritten solutions:
  - It is advised to use **Google Drive on mobile** to scan images of your hand-written work.
  - You must use your **G-Suite/ Cloud email ID** to login in Google Drive on mobile.
  - The hand-written work images will be converted automatically into a **PDF file** and **uploaded in the Google Drive** which can be inserted in the exam.

Note: Although not recommended but you may also use scanning software such as Cam Scanner on your mobile to scan and convert your handwritten answers into a **single PDF document**. The rest of the procedure of uploading on Google Drive and then Inserting in Exam will remain the same.
- Students are required to keep their completed handwritten solution safely. In case, the scan/upload is not legible, the Department may require you to submit the hardcopy. However, the uploaded scan to Google Classroom and the hardcopy submitted to Department must be identical.

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**EXAM CODE OF CONDUCT:**

- You must read and comply with the **NED University Students Ethics Policy for Online Assessments**
- as was already shared a few weeks ago.
- **NO MOBILE PHONES ARE ALLOWED FOR TAKING THE EXAM**
- The exam must be completed **in one sitting**. **YOU ARE NOT ALLOWED TO LEAVE THE EXAMINATION SPACE FOR ANY REASON DURING THE EXAM.** If there is an emergency, it **MUST** be notified to the invigilator **before taking any action**.
- You may only use your textbook and course notes **ONLY**. ***You are not allowed to surf the web, use whatsapp or other social media during the exam.***
- ***You are not allowed to receive help from any other outside source.*** This means you cannot interact with another person, either one-to-one, by telephone, on the internet, in chat rooms, on social media, via smart watches, etc.
- ***You are required to sit your exam ALONE; you cannot sit your exam along with other NED students in close proximity.***
- You will keep your webcam **ON** all the time and ensure that your face will be clearly visible on the web camera during the exam. Any suspicious movements could invalidate your exam. **Students with no web camera will not be allowed to appear in exam.**
- **DO NOT** wear headphones or earphones. You must have a working speaker in your laptop/desktop or attached to it to hear the invigilator.
- **At the start of exam as well as during the exam, the Invigilator will be requiring you to rotate your camera and show your surroundings. You MUST respond immediately when required to do so; lack of timely response may result in expulsion from the exam.**

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**MISCONDUCT AND PENALTY:**

<b>Misconduct</b>	<b>Penalty</b>
<b>Camera not ON at all times</b>	<b>Paper may be cancelled.</b>
<b>Student not muted or unmuted themselves</b>	<b>First offence: 10% of marks will be deducted</b> <b>Second offence: 20% of marks will be deducted</b> <b>Third offence: Students will be removed from the exam and paper will not be graded.</b>
<b>Inappropriate question in chat</b>	<b>Depending on the nature of the question, penalty can range from a warning, marks deduction or paper cancellation.</b>
<b>Distracting the class</b>	<b>First Offence: 10% marks to be deducted</b> <b>Second offence: Student to be removed from the exam and paper will not be graded.</b>
<b>Resubmission of work</b>	<b>Paper will not be graded</b>
<b>Incidents of cheating including:</b> <ul style="list-style-type: none"> <li>• <b>Browsing another website, Google, Social Media</b></li> <li>• <b>Using a cell phone at any time during the exam (except for submitting exam using scanner apps)</b></li> <li>• <b>Referring material other than notes or textbooks.</b></li> <li>• <b>Suspicious camera angle</b></li> <li>• <b>Using any other unfair means</b></li> </ul>	<b>Zero tolerance policy will apply. It will result in an immediate cancellation of the Exam paper and removal of the student from the exam.</b>  <b>*Smartphones can only be used at the end of the exam if you are scanning your work prior to upload.</b>
<b>Plagiarism / Copying answers from the internet or other colleagues</b>	<b>Zero tolerance policy will apply. It will result in an immediate cancellation of the Exam paper and removal of the student.</b>

**Exam rules have to followed in letter and spirit. Any violation of exam rules or Ethics Policy will lead to strict disciplinary action. Cheating in any form is not allowed and strict action will be taken. Remember! All your online activities during the exam will be monitored and logged as you have experienced during online classes.**