

MABE Instruction and rules for an online closed-book exam

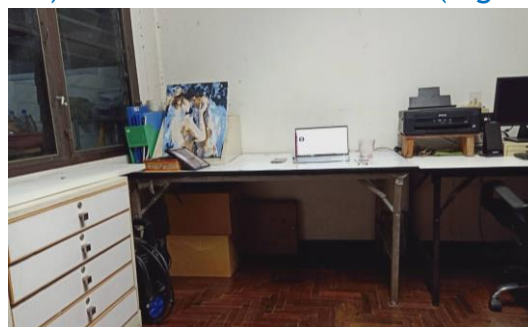
1. Make sure you have a good internet connection.
2. It is recommended that you reboot your computer before beginning to free up memory resources from other programs on your computer.
3. Dress appropriately and find a room where you are undisturbed.
4. This is a closed-book exam. Students must close all applications and browser tabs other than the one for the course. Students are not allowed to have other documents while taking the exam.
5. Make sure to have 10 blank paper sheets for answering the exam. Write your name, student ID, and question number on every sheet that you will submit.
6. Prepare the following electronic equipment:
 - 6.1 One mobile phone
 - 6.2 IPAD
 - 6.3 Notebook/PC (choose one device)Make sure all of your electronics are fully charged during the exam so that you do not run out of battery.
7. Prepare the following applications:
 - 7.1 Zoom (to record a VDO)
 - 7.2 Teams (to view and submit the exam depending on the course)
 - 7.3 Take a photo of your answer (using your mobile).
8. Prepare your workspace during the exam:
 - 8.1 Position your webcam so that it clearly shows face, computer screen, workspace/desk/tabletop, and general surrounding area. This includes your writing tools and answer sheets. Provide 3-4 feet between you and your computer's webcam to enable a larger view space.
 - 8.2 Virtual background is not permitted.



(Left side)



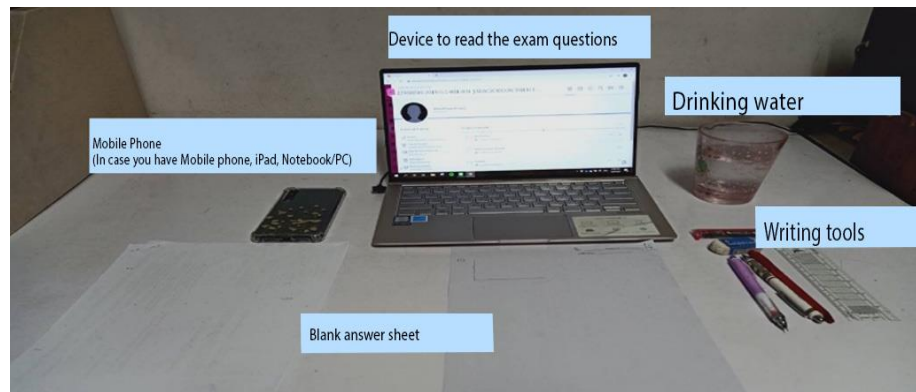
(Right side)



(Below and over the wall)

Instruction for online examination and exam submission

1. Log in to Zoom.
2. Students must join the Zoom session for the entire time during the exam.
 - 2.1 Your tabletop must have only permitted material (i.e. Notebook/PC, mobile phone, writing tools, blank answer sheets, water bottle).

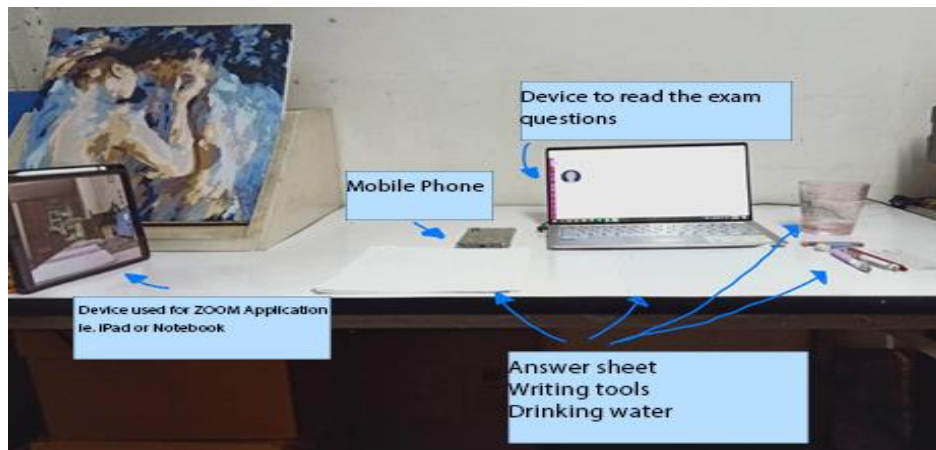


(Example of permitted material on your tabletop)

2.2 Electronics equipment

Three devices (Notebook/PC, IPAD, and mobile phone)

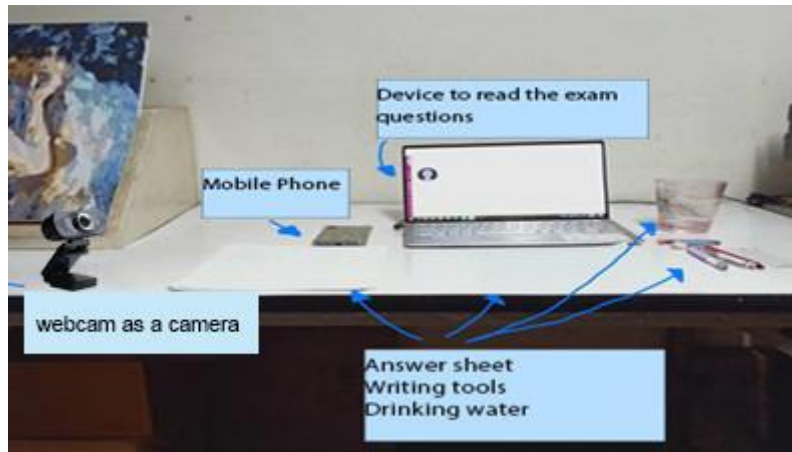
- Use the Zoom application on an IPAD
- Use notebook/pc to read the exam questions
- Use your mobile phone as a camera to capture your answer sheets



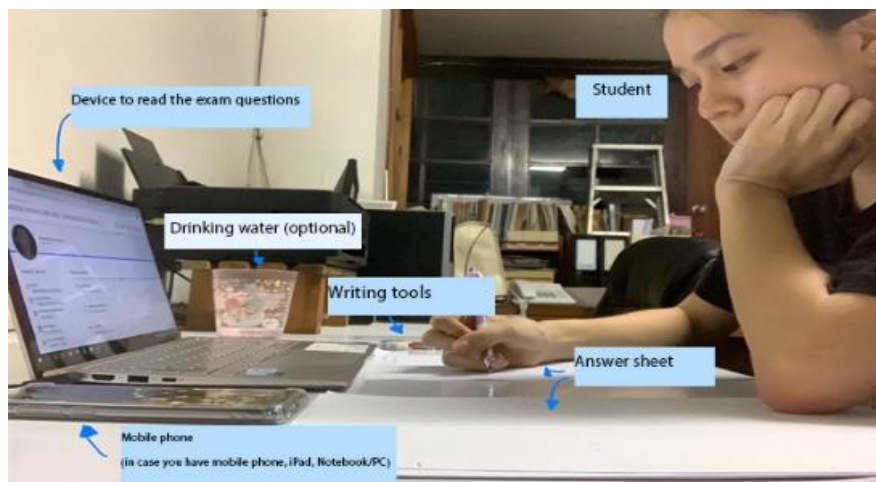
(Working desk with 3 devices)

Two devices (Two of these three devices, Notebook/PC, IPAD, and mobile phone)

- **Buy a webcam** and connect it to you Notebook/PC and use the webcam as a camera
- Use notebook/pc to read the exam questions
- Use your mobile phone as a camera to capture your answer sheets



(Working desk with 2 devices)



(A broader view showing your face and workspace from your webcam)

3. You will be invited to join to Zoom and the proctor will check
 - 3.1 Rename your username as student **Program_first name** (i.e. Fulltime, Name John Stone, you will put down as FT_John Stone) and have your student ID ready for verification.
 - 3.2 Your blank paper sheets (on both sides)
4. The exam questions will be provided via Teams (depending on the course).
5. You are not allowed to seek help from others during the exam or temporarily leave the room during the exam.
6. Students must stop working on the exam when the exam time is over and sort your answer sheets in order of the question number.
7. You will be asked to take photos of your answer sheets with your mobile phone. Take photos of all your answer sheets and sort in order of the question number. Make sure that the photos are unblurred and readable.
8. Save your photos as one single pdf file and display the name as **student name** (i.e. Ft_John Stone). You will have 5 minutes to upload the file to Teams (depending on the course).
9. If the camera is suddenly off, students must contact an exam proctor right away.
10. You are not permitted to copy, download or save the exam questions.
11. You will be allowed to leave Zoom after everyone submits the exam and the proctor has completely checked.